

## CUSTODIAL SERVICE LEVELS

Tasks	FY04-05 Service Interval (36 Custodians)
<b>Classrooms &amp; Laboratories</b>	
Spot-clean walls and doors	S/A
Relamp	S/A
Clean chalkboards and trays	W
Empty waste containers	D
Empty pencil sharpeners	W
Sweep/dust-mop floors	AD
Clean erasers	BW
Damp-mop floors	M
Straighten Furniture	N/A
Vacuum carpet	M
Spot-clean carpet	M
Refill Dispensers (for Vocational Classrooms & Labs)	N/A
<b>Offices</b>	
Empty waste containers	D
Relamp	S/A
Spot-clean carpet	S/A
Spot-clean walls, partitions and doors	S/A
Vacuum carpet	M
Straighten furniture	N/A
Damp-mop floors	M
Sweep/dust-mop floors	M
<b>Public(Circulation) Areas</b>	
Auto-scrub floors	S/A
Clean telephone	N/A
Dust flat surfaces	M
Spray-buff/burnish floors	S/A
Vacuum carpet	AD
Straighten furniture	N/A
Spot-clean carpet	Q
<b>Entranceways</b>	
Clean doors and windows	BW
Clean/roll-up walk-off mats	AD
Damp-mop floors	W
Dust flat surfaces	M
Spot-clean walls and entrance door	M
Spray-buff/burnish floors	Q
Sweep outside ramp and landing	W
Sweep/dust-mop floors	D
<b>Stairwells</b>	
Damp-mop stairs and landings	M
Dust flat surfaces	BW
Spot-clean walls and doors	S/A
Sweep, dust-mop stairs and landings	AD
<b>Lockers/Changing Rooms (Not Including Shower)</b>	
Clean lockers and benches	W
Clean trash containers	A
Relamp fluorescent fixtures	S/A
Sweep/dust-mop floors	D
Wet-mop and manual scrub floors	BW
<b>Shower Rooms</b>	
Clean drains	D
<b>Washrooms</b>	
Clean Mirrors	W
<b>Cafeteria</b>	
Dust flat surfaces (window ledge)	M
Spray-buff/burnish floors	S/A
Empty trash containers	D
Damp-mop floors	D
Sweep/dust-mop floors	D
<b>Library</b>	
Empty waste containers	D
Vacuum carpet	W
Straighten furniture	N/A
Empty pencil sharpeners	W
Spot-clean carpet	Q
Dust flat surfaces	M

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Tasks	FY04-05 Service Interval (36 Custodians)
<b>Auditorium Seating and Foyer</b>	
Vacuum carpet	Q
Spot-clean carpet	S/A
<b>Auditorium Stage and Wings</b>	
Damp-mop floors	M
Sweep/dust-mop floors	BW
<b>Gymnasium</b>	
Sweep, dust-mop floors, bleachers retracted	AD
Damp-mop floors, bleachers retracted	AD
Auto-scrub floor	M
Extend Bleachers	AD
Buffing	S/A
<b>Patient Treatment Room</b>	
Damp-mop floors	AD
Dust high surfaces	S/A
Restock non-restroom dispensers	N/A
<b>Nursing Station</b>	
Damp-mop floors	BW
Dust high surfaces	S/A

<u>Frequency Codes:</u>	
TD	Twice Daily
D	Daily
AD	Alternate Days
W	Weekly
BW	Bi-weekly
M	Monthly
Q	Quarterly
S/A	Semiannually
A	Annually
N/A	Not Applicable

NOTE: The listed service intervals should be considered targeted guidelines, not absolutes: custodial program tasks, under the direction of the Supervisors of Custodial Operations and Lead Custodians, will be responsive to unforeseen circumstances, local conditions, and unscheduled service requests.