WILLAMETE UNIVERSITY

Facilities Services - Custodial Services

Service Levels Provided Monday through Friday

TASK	Exterior Entrances	Public Circulation	Restrooms, Locker rooms	Libraries, Lounges	Classrooms, Auditoriums	Labs	Conference Rooms	Kitchens, Break Rooms	Offices
TRASH/RECYCLING									
Empty Trash Cans	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Mixed Recycling Bins	When Full	When Full		When Full	When Full	When Full	When Full	When Full	
GENERAL CLEANING									
Remove Litter & Debris	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Straighten Furniture		Daily	Daily	Daily	Daily	Daily	Daily	Daily	
Clean Entrance Mats	Daily	Daily		Daily				Daily	
Clean or Disinfect Doorknobs, Lever Handles, Push Plates, Push Bars, & Pull Handles	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Weekly
Disinfect Restroom Fixtures, Mirrors, & Partitions			Daily						
Replenish Restroom Supplies			Daily						
Clean Water Fountains/ Sinks		Daily	Daily	Daily				Weekly	
Spot Clean Door Glass & Entrance Glass	Daily	Daily		Daily	Daily	Daily	Daily	Daily	Monthly
Clean Chalk Boards & White Boards					As Needed	Daily			
Replenish Chalk					As Needed	As Needed			
Spot Clean Wet Wipe Surfaces	Daily	Daily	Daily	Weekly	Weekly	Weekly	Weekly	Weekly	Monthly
Vacuum or Damp Wipe Furniture		Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Monthly
Dust All Surfaces & Vents	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Monthly
Remove Graffiti	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
Exterior Window Washing	Biennially	Biennially	Biennially	Biennially	Biennially	Biennially	Biennially	Biennially	Biennially
Floor Care									
Vacuum		Daily		Daily	Daily	Daily	Daily	Daily	Weekly
Sweep	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Weekly
Spot Mop		Daily	Daily	Daily	Daily	Daily	Daily	Daily	Weekly
Auto scrub or Mop	Daily	Daily	Daily	Weekly	Weekly	Weekly	Weekly	Weekly	Monthly
Side by Side			Annually						
Burnish (Buff)		Weekly		Weekly	Weekly	Weekly	Weekly	Weekly	
Spot clean Carpet		Weekly		Weekly	Weekly	Weekly	Weekly	Weekly	Monthly
Extract Carpet		Annually		Annually	Annually	Annually	Annually	Annually	Biennially
Strip/Scrub and Refinish		Annually		Annually	Annually	Annually	Annually	Annually	Biennially