



Physical Plant Policy & Procedure #17

TITLE: **CUSTODIAL AND MAINTENANCE REQUIREMENTS FOR CLASS BREAKS**

OBJECTIVE AND PURPOSE: To establish standard tasks to be accomplished by Physical Plant Custodial and Maintenance operations during class breaks. Class Breaks consist of the following:

- Period between Spring Commencement and Summer term
- Period between Summer Commencement and Spring Term
- Winter Recess
- Spring Break

RESPONSIBILITY: **ACTION**

**PHYSICAL PLANT
MANAGEMENT
MAINTENANCE/
CUSTODIAL
OPERATIONS**

- ◆ **Classrooms:**
 - All classrooms shall receive heavy cleaning, at minimum, consisting of the following:
 - Classrooms with non fixed seating shall have all furniture removed,
 - If carpeted the carpets shall be shampooed.
 - VCT areas shall be stripped, and a minimum of seven (7) coats of wax shall be applied.
 - All furniture shall be cleaned and polished as appropriate. All desk tops shall be washed. Cleaning shall include gum removal from the bottom of the desks.
 - Furniture shall be replaced with 'like furniture' (i.e. the same color and type of seating, etc.). Seating quantities shall be reestablished in accordance with the university Space file.
 - Chalk/White boards shall be washed. Resurfacing chemicals shall be applied to white boards. All ghosts shall be removed.
 - Walls shall be cleared of all posters, etc. Walls shall be washed as appropriate to remove graffiti and marks. In rooms with plastic chair rails and corner guards, these shall be washed.
 - In areas of fixed seating, all desks shall be washed and polished appropriately. The bottoms of the desk tops shall be inspected for chewing gum, etc. Maintenance shall inspect those rooms with fixed seating and perform repairs as appropriate.
 - Classroom doors shall be cleaned of all posters, tape, etc.
 - Interior windows shall be washed.
 - Chalk/markers and erasers shall be stocked.
 - The Maintenance Department shall inspect for lighting requirement. Although total relamping is not mandated, it is the intent to have all of the same color fluorescent tubes in each room, corridor, etc. (Cool White)
 - Maintenance shall inspect all flags for wear, and replaced if necessary (flags to be provided by University).

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APPROVED:	Vice President	Associate V.P.	Director

- ◆ **Corridors, Lobbies, and Public Passageways:**
 - If VCT, they shall be stripped and a minimum of seven (7) coats of wax shall be applied. If carpeted, carpets shall be shampooed. Glass doors shall be washed. The walls shall be stripped of posters, and the walls shall be washed/cleaned (if appropriate) of graffiti and other marks.
 - Maintenance shall inspect for lighting.

- ◆ **Exterior Walkways:**
 - All concrete walkways and especially high traffic areas such as vending areas shall be pressure cleaned.

- ◆ **Public Restrooms:**
 - Public restrooms shall be heavy cleaned and sanitized.
 - All dispensers (paper, soap, sanitary napkins etc.) shall be inspected and repaired/replaced as necessary.
 - Maintenance shall inspect for broken or worn toilet seats, and all battery operated flushometers shall be tested, and batteries replaced as required. Faucets shall be tested for leaks, bad aerators, etc.

- ◆ **Campus Grounds:**
 - The campus rounds shall receive a 100% sweep for litter, trash, cigarette butts, etc.

- ◆ **Offices:**
 - Professor's and Instructor's offices shall be heavy cleaned. All furniture shall be removed, and if carpeted they shall be shampooed; if VCT the floors shall be stripped and replaced with seven (7) coats of wax.
 - Interior windows shall be washed. In situations of excess furniture, files, etc, a written report shall be sent to the Director of Physical Plant.
 - General offices and staff offices will not be specifically addressed during break periods, but will receive their standard services during these periods.

- ◆ **Windows:**
 - All first floor exterior windows shall be washed.

- ◆ **Water Fountains:**
 - Water fountains shall be cleaned sanitized and polished.
 - Damaged or malfunctioning water coolers shall be reported to maintenance, via work control, for immediate repair.

- ◆ **Stairwells:**
 - Stairwells in all buildings shall be wet washed. Gum shall be removed from the floors.
 - Graffiti shall be removed from walls and signage.

- ◆ **Shampooing:**
 - Shampooing during the Summer Recess shall be performed with the extraction method. Bonnet shampooing may be utilized during other times.

- ◆ **Library (Building 3):**
 - All carpets excluding offices shall be shampooed.
 - All interior windows to the height of 12 feet shall be washed. The main stairwell glass shall be washed. All door windows, interior and exterior shall be washed.

- Restrooms shall be thoroughly cleaned and sanitized. Maintenance shall test all flushometers. Batteries shall be replaced as necessary. Faucets shall be tested for leaks, bad aerators, etc. All dispensers (paper, soap, sanitary napkins etc.) shall be inspected and repaired/replaced as necessary.
 - Second floor outside patio shall be pressure cleaned.
 - All tables and desks in public areas shall be washed and polished. Graffiti shall be removed. Undersurfaces shall be inspected for gum, etc.
- ◆ **Learning Resources (Building 4):**
 - Schedule with Director, Instructional Services to deep clean all work shops, studios and Master Control. Work to include complete stripping and waxing. Work must be completed during day time under Director's supervision.
- ◆ **Arts and Letters (Building 9):**
 - **Dance Studio** shall receive heavy cleaning. The dance floor shall be wet washed and sealed if necessary. All windows and mirrors shall be washed.
 - **Choral room** shall be thoroughly dusted. Draperies and fabrics shall be vacuumed with a HEPA vacuum. The floor (VCT) shall be stripped and surfaced with seven (7) coats of wax.
 - **Theatres** shall be thoroughly cleaned. Fixed seating shall be inspected and repaired as necessary by Maintenance. Studio 1 (Black Box Theatre) shall receive heavy cleaning.
 - **General offices** and staff offices will not be specifically addressed during break periods, but will receive their standard services during these periods
- ◆ **Field House (Building 11):**
 - Shower rooms shall be pressure cleaned.
 - Lockers shall be opened by Athletic Staff to permit the cleaning inside and Maintenance shall inspect and complete the necessary repairs.
 - Corridor carpets shall be shampooed. General offices and staff offices will not be specifically addressed during break periods, but will receive their standard services during these periods.
 - Interior courtyard shall be pressure cleaned.
- ◆ **The Arena (Building 38):**
 - The main floor shall be wet mopped.
 - All bleachers shall be thoroughly cleaned and dusted, including the under sections.
 - Gum shall be removed from the lobby rubber flooring.
 - The Balcony Dance floor shall be wet mopped and all mirrors shall be washed.
- ◆ **Oxley (Building 67):**
 - Corridor, stairs, elevator and locker carpets shall be shampooed.
 - Classrooms, water fountains and restrooms shall be treated as described above.
 - The corridor and weight room rubber floors shall be washed.
 - Weight equipment shall be dusted. Weight room mirrors shall be washed.
 - The floors in the whirlpool room shall be pressure cleaned.

REFERENCE: ◆ Facilities Custodial Services Contract