

# **Custodial- General Cleaning Duties**

This document is a general list of scheduled custodial routines. All cleaning is scheduled Sunday through Thursday nights with minimal coverage on weekends while classes are in session (e.g. trash collection, classroom furniture resetting, restroom restock and minimal cleaning)

During times of low activity (e.g. semester break, spring break) areas may only be checked for trash so other projects can be completed

During staff absences, routines will be adjusted to clean high priority areas. Generally public spaces are higher priority than private offices.

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## **1. Offices**

### Weekly

- Trash/Recycling - weekly trash and recycling removal
- Carpet/Concrete floor
  - Vacuuming/sweeping once a week
  - Shampooing done only upon request or if stains observed.
- Surface cleaning - conference tables once a week, other surfaces on request
- Desks and chairs
  - Will only be wiped down upon request.
  - Upholstered furniture shampooed upon request.
- All door handles/doors will be periodically disinfected
- Blinds - cleaned upon request and as time is available.
- Dusting- on request
- Office glass
  - Not regularly scheduled.
  - Cleaned upon request.
  - Outside glass under 3 floors cleaned annually

### **Office staff related duties**

- Cleaning of any microwaves or refrigerators in area
- Cleaning of desktops and shelving
- Cleaning of phones

## **2. Hallways, non-exhibition**

### Daily, Monday- Friday

- Dust mop daily, auto scrub damp mop as needed
- Empty trash and recycling containers daily

### Bi-annually

- Refinish floors

## **3. Hallways, exhibition**

### Daily, Monday- Friday

- Dust mop daily, auto scrub/ damp mop as needed
- Empty trash and recycling containers daily

### Annually

- Refinish floors

## **4. Gallery, Concourse Gallery**

### Daily, Monday-Friday

- Vacuum daily
- Empty trash and recycling daily

### Weekly

- Extract stains

### Between semesters or exhibitions

- Clean carpet

## **5. 3d shop**

Daily, Monday- Friday

- Empty trash and recycling
- Dust mop classroom area and wipe off table top
- Vacuum walk off matting

On request and time is available

- Help shop staff with dusting of high pipes, vents, walls, and lights
- Scrub spray booth
- Vacuum ledges in atrium
- Clean all windows, glass block and atrium glass

### **Related 3d shop staff duties**

- Sweeping of shop floors
- Move full trash cans near south east doors for emptying
- Cleaning of shop tables and equipment
- Vacuuming of floor troughs

## **6. Printmaking, Papermaking**

Nightly, Sunday-Thursday

- Empty trash and recycling
- Dust mop or sweep all rooms
- Damp mop all rooms as needed
- Roll up mats and make sure you sweep and mop under them

Weekly

- Clean doors and around light switches
- Roll up mats in sink area and auto scrub under them

Upon request as time allows

- Scrub and recoat floors in 415b-e
- Scrub 405 (acid room)
- Strip and recoat 425
- Strip and recoat any studio and/or class areas in print making
- Scrub papermaking
- Vacuum high pipes and vents

### **Print shop staff related duties**

- Clean table tops
- Cleaning of all sinks
- Paper towel and hand soap re-stocking and purchasing
- Dust off counters, file cabinets, and locker tops

## **7. Media**

Nightly, Sunday- Thursday

- Dust mop areas, damp mop as needed
- Dust mop or sweep all rooms
- Empty trash and recycling
- Dust mop or sweep all rooms nightly.

Upon request

- Scrub rooms 345, 335
- Scrub darkrooms or corridors

### **Media staff related duties**

- Cleaning of all enlarger cubbies

- Daily clean up of spills during day hours

## **8. Computer Labs**

Nightly, Sunday-Thursday

- Clean White boards
- Dust mop floor
- Wipe off table tops
- Mop as needed
- Refinish floors on request

### **Computer staff related duties**

- Cleaning of all computers, keyboards and monitors

## **9. Service Bureau**

Daily, Monday- Friday

- Dust mop, damp mop as needed
- Empty trash and recycling
- Vacuum entrance mat
- Restock sanitizing wipes

Weekly

- Clean table tops and counter weekly
- Spot doors and around light switches weekly

On request

- Scrub and recoat floors

### **Service bureau staff related duties**

- Sanitize and clean all keyboards, monitors, and printers

## **10. Painting and Drawing Studios**

Daily, Monday -Friday

- Dust mop on a rotating schedule.
- Empty trash and recycling daily
- Stock soap and hand towels daily

Weekly, Monday -Friday

- Clean sinks
- Auto- scrub floors

Floors will be stripped and recoated once a semester and once during the summer.

## **11. Student Studios**

Daily, Sunday- Thursday

- Empty trash

Annually

- Strip and refinish floors when vacated, 140 hours allocated annually

Academic services staff related duties

- Clearing of all studios at end of year
- Scraping excess debris from floors after student move out
- Monitoring student behavior as to upkeep of studios
- Send list of studio that are being vacated for floor cleaning
- Prep and paint vacated studios
- Cleaning of annex north sink

## **12. Fitness Center**

Nightly. Sunday- Thursday

- Vacuum and mop
- Empty trash

Weekly

- Wipe down machines

### **13. Library**

Daily, Monday- Friday

- Vacuum all rooms thoroughly bi-nightly, on rotation
- Pick up recycling and trash daily, Monday-Friday
- Stock paper towels and hand soap

Weekly

- Wipe off counters and tables,
- Spot clean around light switches and door knobs
- Dust mop and damp mop tiled floor

Annually

- Clean all furniture in public areas
- Clean exterior glass, ground level

Upon request

- Dust ledges, blinds, corners and high spots where cobwebs accumulate.
- Dust file cabinets, bookshelves and vents
- Clean carpeted areas
- Scrub recoat hard floors
- Clean high glass

#### **Library staff related duties**

- Clean sink and dishes
- Clean microwave and refrigerator

### **14. Bookstore**

Daily, Monday-Friday

- Dump trash and recycling daily
- Vacuum all matting and carpeting
- Dust mop daily, damp mop as needed

Upon request

- Refinish floor on request
- Clean interior glass

#### **Bookstore staff related duties**

- Dusting of shelving and supplies
- Occasional clean out

### **15. Auditoriums**

Daily, Monday - Friday

- Dust mop or vacuum floors
- Damp mop as needed

Annually – bi-annually

- Refinish floors
- Clean carpet and seats annually, stain removal as needed

### **16. Student Center/Cafeteria**

Daily, Sunday- Saturday

- Empty trash, recycling and compost
- Wipe off all tables, booths, and ledges
- Put up chairs, put chairs down once floor is dry

- Dust mop entire area
- Damp/spot mop entire floor

Weekly

- Clean radiator covers, tops of vending machines, microwave, banisters, trash and recycling containers

#### **Cafeteria staff related duties**

- Clean microwave
- Clean all vending machines
- Empty trash and compost in kitchen area
- Maintain kitchen area

### **17. Balcony**

Daily, Monday- Friday

- Empty and clean all ashtrays
- Dump all trash
- Clean all table tops.
- Sweep area

Bi-weekly

- Scrub outsides of ashtrays bi-weekly.
- Vacuum out crevices bi-weekly

### **18. Classrooms**

Daily, Monday-Friday, scheduled rooms cleaned on weekends

- Empty trash and recycling
- Wipe off desks and put up chairs
- Dust mop or vacuum, making sure to get edges.
- Clean white boards

Weekly

- Mop hard surfaces as needed, minimally once a week.
- Clean light switches, outsides of podium, trash and recycle containers.
- All doors cleaned on a continual basis.

Annually or as floor condition and staffing allows

- Refinish floors bi annually
- Remove tape from floors of painting classrooms at end of fall and spring semesters

### **19. Restrooms**

Nightly Sunday- Thursday, cursory check on Friday and Saturday

- Trash emptied
- Sinks and toilets cleaned
- Paper and soap supplies stocked
- Stainless steel and partitions wiped down
- Doors and walls spot cleaned
- Floors scrubbed yearly

### **20. Primary Staircases**

Nightly, Sunday-Thursday

- Vacuum all rubber stairs
- Handrails cleaned
- Stairs moped

### **21. Stairwells**

Nightly, Sunday-Thursday

- Stairs swept and spot moped

Weekly

- Full damp mop
- Handrails wiped down

Between semesters

- All handrails cleaned
- Doors and walls cleaned

## **22. Elevators**

Nightly, Sunday-Thursday

- Floor vacuumed and mopped
- Stainless steel wiped down
- Exterior of door cleaned
- Call buttons cleaned

## **23. Parking lot**

Daily, Monday- Friday

- Litter picked up
- During winter months apply ice-melt and assist with snow removal

## **24. Grounds**

Daily, Monday-Friday

- Trash/ash cans emptied
- Litter picked up
- Entrances to all buildings swept
- Maintain trash enclosures
- Clean up around dumpsters

Seasonal

- Seed areas damaged from winter maintenance
- Water grass during summer months
- Water plants during summer months
- Trim vines on LA wing and Morrison building
- Trim vines from window on all residence halls
- Apply ice-melt to all sidewalks during winter months
- Shovel snow from all stairs and landings
- Removal of all snow from sidewalks

## **25. Residence Halls**

Daily, Monday- Friday

- Remove all trash and recycling from entrances and laundry rooms
- Vacuum entrance mats

Weekly

- Thorough cleaning of all halls and laundry rooms
- Entrance glass cleaned
- Exterior entrances swept

Seasonal

- Provide snow removal in winter
- Apply ice-melt as needed
- Shampoo all carpets
- Refinish floors in kitchens and laundry rooms
- Refinish select wood floors



## **26. Whittier Graduate Studios**

Daily, Monday – Friday

- Restroom cleaned and stocked
- Classroom cleaned
- Gallery swept, moped as needed
- Hallways swept and moped as needed
- All trash and recycling collected
- Kitchen area cleaned

### **Weekly**

- Sinks cleaned and stocked
- Paper towels and soap refilled
- Bandages and hand sanitizer restocked
- Hallways auto scrubbed
- Gallery auto scrubbed

### **Annually**

- Select studio floors cleaned
- Gallery floor refinished