



Custodial Services Framework – Spring 2021

Academic/Administrative Buildings

Classrooms

- Classrooms that are utilized will be ‘cleaned & disinfected’ after each class concludes.
- Use of Bear Buckets is encouraged for any classrooms, labs, etc. used back to back.

Departmental Offices / Individual Offices

- All office spaces will be ‘cleaned & disinfected’ at a minimum of once per day.
- Personal desk areas within the office will be the responsibility of the employee.
- ‘High touch points’ will be maintained at a minimum of three times per day.

Restrooms

- Restrooms in buildings where classes will be ‘cleaned and disinfected’ at a minimum of four times per day.
- Restrooms in buildings without classes will be ‘cleaned and disinfected’ at a minimum of two times per day.

Stairwells

- Stairwells will be ‘cleaned and disinfected’ at a minimum of two times per day.

Elevators

- Elevator cars will be ‘cleaned & disinfected’ at a minimum of once per day.
- ‘High touch points’ will be maintained at a minimum of three times per day.

Residence Halls

Suite Style Buildings

- ‘Shower Cleaning Schedule’ will remain in effect.
 - Suite bathrooms/showers are serviced once per week by custodial staff. A ‘deep cleaning’ of the bathroom will be performed.
 - Residents will be responsible for cleaning and disinfecting on the off days.
- ‘High touch points’ of common areas in the buildings will be maintained a minimum of three times per day.
- Regular, routine cleaning ‘Area Assignments’ will continue to be followed as outlined each day.

Traditional Style Buildings

- ‘Shower Cleaning Schedule’ will remain in effect.
 - All bathrooms will be ‘cleaned & disinfected’ once per day.
 - Showers will be ‘deep cleaned’ twice per week.
- ‘High touch points’ of common areas in the buildings will be maintained a minimum of three times per day.
- ‘Area Assignments’ will continue to be followed as outlined each day.

Assumptions made

- Staffing patterns will remain the same and staff will remain in their current areas
- ‘Per day’ is defined as a 24-hour period
- Not all classrooms will be used.

High Touch Points

- The following are areas which have frequent use that will require additional cleaning. When referencing 'high touch points' in the outline above, the following are included.
 - Lobby doors
 - Main foyers, including front desks in residence halls
 - Exterior bathroom doorknobs
 - Bathroom stall latches
 - Flushes/faucets
 - Elevator buttons
 - Countertops or other hard surfaces in restrooms
 - Handrails
 - ADA access pads

Residential Area Assignments & Shower Cleaning Schedules

- The areas below are included in designated daily 'area assignments'. Each Maintainer I in the residence hall have an assigned area assignment which include any of the following locations.
 - Laundry Rooms
 - Guest bathrooms
 - Kitchens
 - Elevators
 - Stairwells
 - Main Lobby
 - Game Rooms
 - Security Stations
 - RD/AC/RD Offices
 - Lounges
 - Trash Room
- Shower Cleaning Schedules exist for every residence hall. They outline time frames in which each bathroom is cleaned each day.

Clean & Disinfect

- When using the phrase 'clean and disinfect' above, we are referring to the following:
 - Pick up any/all large debris
 - Empty all trash receptacles
 - Clean and disinfect all counters, sinks, clean/polish faucets and wash mirrors.
 - Clean and disinfect all toilets/urinals, inside & out. Clean all partitions.
 - Make sure any/all are clean/clear of hair/debris.
 - Rinse out all showers. Be sure all showers are clear of hair/debris (if applicable)
 - Restock all paper products, hand soap and sanitary napkin container.
 - Sweep & wash floor.

Deep Clean

- The residence hall shower cleaning schedule outlines when showers are 'deep cleaned'. This refers to fully scrubbing each individual shower stall. Depending on the building, this happens one or two times per week. All aspects of 'clean & disinfect' also happen during this process.
 - Pick up any/all large debris
 - Empty all trash receptacles
 - Clean and disinfect all counters, sinks, clean/polish faucets and wash mirrors.
 - Clean and disinfect all toilets/urinals, inside & out. Clean all partitions.
 - Make sure any/all are clean/clear of hair/debris.
 - Be sure all showers are clear of hair/debris. Clean, scrub, rinse and disinfect all shower stalls (if applicable).
 - Restock all paper products, hand soap and sanitary napkin container.
 - Sweep & wash floor.