**CUSTODIAL SERVICES**

**Restrooms**
- Daily: Restock supplies, Remove trash, Clean & disinfect

**Offices**
- Twice a week: Remove trash & recycle
- Weekly: Vacuum & dust, Brush chairs, Dust all vertical and horizontal surfaces

**Laboratories (Wet/ Dry Labs)**
- Daily: Remove trash
- Twice a week: Remove recycle
- Weekly: Sweep & dust/ wet mop

**Classrooms & Conference Rooms**
- Daily: Remove trash
  - Clean boards
  - Spot clean floors
- Twice a week: Remove recycle
- Weekly: Clean tables & desks
  - Mop & vacuum

**Public Areas (Lobbies, Elevators & Corridors)**
- Daily: Remove trash
  - Dust, mop & vacuum
  - Spot damp mop
  - Police water fountains
- Twice a Week: Remove recycle
- Weekly: Spot clean door glass, Switches & signage
  - Damp mop

**Interior Stairwells**
- Daily: Remove trash
- Twice a Week: Remove recycle
- Weekly: Police litter
  - Dust, mop & vacuum
  - Spot clean

**Kitchen Areas**
- Daily: Remove trash
  - Wipe counter tops & sink
- Twice a Week: Remove recycle
- Weekly: Vacuum & damp mop

**Annual Services**
- Strip/refinish or scrub and recoat floors
- Carpet cleaning

**Additional Services**
- Strip and refinish floors
  - $39.18/ hour
- Carpet cleaning
  - $39.18/ hour
- Window cleaning
  - Call for quote
- Increased level custodial services
  - $26.86/ hour
- Custodial day porter service
  - $26.86/ hour
- After hours/ weekend service
  - $40.36/ hour

**Facilities Services Contacts**

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As of July 11, 2013