

Specifications for Cleaning Services  
**UNIVERSITY CENTER**

<b>DESCRIPTION OF TASKS BY AREA</b>	<b>Service Days Per Year</b>
<b>KITCHEN AND SERVERIES</b>	
Empty all waste receptacles and remove trash to designated area	365
Damp clean all table tops	365
Damp clean and wipe all ceiling fixtures	1
Wash and sanitized all trash containers	12
Dust all high and low reach areas	12
Damp wipe window ledges	12
Dust mop all hard surface floors with treated dust mop	365
Damp mop entire floor area	365
Machine scrub all hard surface floors	156
Clean all baseboards	12
<b>SHARED SEATING FACILITIES (Bussing tables/nightly cleaning)</b>	
<b>Service Days Per Year</b>	
Dust all horizontal surfaces	52
Spot clean wall, light switches and doors	156
Vacuum entire area including stairs	365
Spot clean carpet including stairs	156
Police stairs and pick up litter	3 x day
Dust high and low areas	52
Empty all waste receptacles and remove trash to designated area	365 as staff allows
DEDICATED STAFF	
Damp wipe and clear tables and chairs/seats	365 as staff allows
DEDICATED STAFF	
Wash and sanitize all trash container	12
<b>RETAIL SPACES-Book Store/Art Store/Entropy DEDICATED STAFF</b>	
<b>Service Days Per Year</b>	
Empty waste receptacles and remove to designated area/ replace liners	2 x day
Wash and sanitize containers	12
Dust all horizontal surfaces	52
Dust mop all hard surface floors with treated dust mops	365
Damp mop entire area	365
Fully vacuum carpeted areas	2 x day
Spot clean carpet	12
Extract carpet	1
Machine scrub hard surface floors/1 coat wax/buff	4
Strip and wax/3 coats wax/buff	1

Specifications for Cleaning Services  
**UNIVERSITY CENTER (cont.)**

DESCRIPTION OF TASKS BY AREA	Service Days Per Year
<b>RETAIL cont.' DEDICATED STAFF</b>	
Spot clean partition glass	156
Clean all partition glass	52
Spot clean walls, light switches & doors	12
Clean all ceiling vents	12
Dust venetian blind	4
<b>OFFICE SPACES - All Floors/All Departments</b>	
<b>Service Days Per Year</b>	
Empty all trash receptacles, replace liners, take trash to designated area	365
Vacuum all traffic areas	313
Fully vacuum wall to wall	52
Spot clean carpet /Upholstered furniture	52
Spot clean walls, light switches and doors	52
Dust wipe telephones	52
Dust wipe all furniture, equipment and accessory	52
Wash and sanitize all trash containers	12
Clean all ceiling vents	12
Dust venetian blinds	12
Extract all carpets	2
Shampoo all stained and soiled upholstered furniture	4
Spot clean all partition glass	365
Dust mop hard surface floors	52
Damp mop hard surface floors	52
Strip/wax and buff	1
<b>PUBLIC CIRCULATION SPACE/LOBBIES/VESTIBULES 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Floors</b>	
<b>Service Days Per Year</b>	
Dust mop all hard surface floors	365
Damp mop all hard surface floors	365
Spot mop all stains and spills	continuous
Machine scrub hard surface floors with auto scrubber/buff	0
Machine scrub hard surface floors with auto scrubber/apply finish/buff	365
Strip hard surface floors and re-coat with finish/buff	1
Clean and polish all drinking fountains	365
Empty all waste receptacles, replace liners, take trash to designated area	365
Damp wipe all public telephones including ear/mouth piece	365
Spot clean walls, light switches and doors	52
Dust all horizontal surfaces	52
Dust ceiling vents	12
Wash and sanitize all trash containers	1
Spot clean carpet	156
Extract carpet	52

Specifications for Cleaning Services  
**UNIVERSITY CENTER (cont.)**

<b>PUBLIC RESTROOMS - All Floors DEDICATED MATRONS TO LADIES RESTROOMS</b>	<b>Service Days Per Year</b>
Clean and sanitize all fixtures	365
Wipe counters, polish chrome and polish mirrors	365
Spot clean partitions/dispensers	365
Dust all horizontal surfaces/dispensers/partition tops/vents	12
Sweep and wet mop floors with germicidal cleaner	365
Restock all dispensers	365
Machine scrub floors/buff v-tile areas	12
Strip restrooms with v-tile/apply finish	1
Wash walls and partitions	0
Police restrooms-restock, clean as needed	2 x day
<b>GYMNASIUM</b>	<b>Service Days Per Year</b>
Empty all trash receptacles, replace liners, take trash to designated area	365
Dust mop all hard surface floors with treated dust mop	365
Damp mop entire floor	156
Auto Scrub entire floor	52
Spot mop all stain and spills	365/on call
Spot clean walls, light switches and doors	52
Dust all high reach areas	12
Put down and pick up protective floor mats	on call
Spot clean glass	365
Bleachers open and dust	2
<b>LOCKER/SHOWER/STEAM/WHIRLPOOL - DEDICATED MATRONS</b>	<b>Service Days Per Year</b>
Sanitize shower rooms	365
Wash exterior of lockers using germicidal cleaner	4
Dust all horizontal surfaces	52
Clean and sanitize drinking fountains	365
Clean and sanitize all fixtures/polish chrome/polish mirrors	365
Machine scrub and sanitize floors/walls in showers/steam/whirlpool rooms	12
Machine scrub hard surface floors	12
Strip/wax hard surface floors	0
Spot clean carpet	12
Extract carpet	12
Police locker rooms collecting trash, restocking, cleaning as needed	2 x day - as permitted
Clean lockers inside and out	1

Specifications for Cleaning Services  
**UNIVERSITY CENTER (cont.)**

<b>SQUASH &amp; RACQUETBALL COURTS</b>	<b>Service Days Per Year</b>
Dust mop all hard surface floors with treated dust mop (Dust only D & E)	365
Spot mop all stains and spills	365/on call
Wet mop entire area	156
Spot clean walls	156
Spot clean glass	365
Dust all wall surfaces	2
Dust all horizontal surfaces	52
Sweep/dust/spot clean bleacher area	208
Clean all partition glass	52
Machine Scrub floors (ABC)	12
<b>WEIGHT/DANCE/AEROBICS ROOMS</b>	<b>Service Days Per Year</b>
Empty all receptacles, replace liners, take trash to designated area	365
Damp wipe all fixtures/equipment using disinfectant cleaner	365
Dust mop all hard surface floors with treated dust mop	365
Spot clean carpet	52
Mop all stains and spills from hard surface floors	365/on call
Damp mop entire area	156
Fully vacuum carpet wall to wall	365
Spot clean partition glass	365
Sport coat finish on wood floors	4
Extract Carpet	2
Auto Scrub Wood Floors	12
<b>AUDITORIUM</b>	<b>Service Days Per Year</b>
Dust mop all concrete floors – events will increase frequency	52
Damp mop all concrete floors – events will increase frequency	52
Dust mop stage – events will increase frequency	52
Damp mop stage – events will increase frequency	52
Dust all horizontal surfaces	156
Spot clean walls, light switches and doors	208
Check seating for spills/stains	as needed
<b>BALLROOM</b>	<b>Service Days Per Year</b>
Dust mop entire floor/stage – <b>events will increase frequency</b>	156
Damp mop entire floor/stage – <b>events will increase frequency</b>	52
Dust all horizontal surfaces	52
Spot clean walls, light switches, doors	104

Specifications for Cleaning Services  
**UNIVERSITY CENTER (cont.)**

<b>MEETING/CONFERENCE ROOMS</b>	<b>Service Days Per Year</b>
Dust all horizontal surfaces	365
Vacuum carpet - DEDICATED SET UP STAFF	<b>365/after each event</b>
Wet wipe tables – DEDICATED SET-UP STAFF	<b>365/after each event</b>
Vacuum carpet wall to wall	365
Spot clean carpet	52
Extract carpet	0
Empty trash receptacle, replace liners, take trash to designated area DEDICATED SET-UP STAFF	<b>365/after each event</b>
<b>WRCT - RADIO STATION</b>	<b>Service Days Per Year</b>
Dust mop tile floors	52
Damp mop tile floors	52
Vacuum carpet traffic areas	156
Vacuum entire carpet	52
Horizontal dusting	52
Spot clean glass	156
Clean all glass	0
Machine scrub/buff hard surface floors	1
Strip/wax/re-coat hard surface floors	1
Empty trash receptacles, replace liners, take trash to designated area	365
<b>BASEMENT</b>	<b>Service Days Per Year</b>
Dust mop hard surface floor	208
Damp mop hard surface floor	156
Machine scrub/buff	6
Strip/wax/buff	1
<b>ELEVATORS</b>	<b>Service Days Per Year</b>
Polish call buttons and wipe walls	156
Vacuum carpet	156
Clean elevator tracks	12
Spot clean carpet	156
Extract carpets	12

Specifications for Cleaning Services  
**UNIVERSITY CENTER (cont.)**

<b>LOADING DOCK</b>	<b>Service Days Per Year</b>
Sweep all open areas	52
Remove all trash to designated area	365
Machine scrub concrete floor	1
Wet wipe dust ledges, doors, walls	12
Sweep and police area outside beside compactor	104
<b>Set Ups And Break Downs For All Events In All Rooms, Lobby, Patio</b>	<b>6 To 8 Hours 1 To 3 Men</b>
<b>PATIO</b>	<b>Service Days Per Year</b>
Chain and unchain patio furniture	2 x day
<b>POOL</b>	<b>Service Days Per Year</b>
Empty waste receptacles	365
Wet mop entire area	365
Machine scrub hard surface floors	12
Wash all walls using machine	2
Spot clean all walls, light switches and doors	52
Wash and sanitize all trash containers	12