

# UNIVERSITY OF WASHINGTON, BOTHELL

## POLICIES AND PROCEDURES MANUAL

- Overview
- Policy
- Procedure
- Forms

### CUSTODIAL SERVICES

13.1

REV 06/04

Facility Services

425-352-5466

### OVERVIEW

The University of Washington, Bothell Physical Plant Services Custodial Department is responsible for all routine cleaning, periodic cleaning and for the removal of waste and the processing of recyclable materials in all interior spaces of all campus buildings. The goal of these efforts is to provide a healthy, comfortable and positive learning and working environment for students, faculty and staff.

### POLICY

Space categories and their respective **routine services** provided include:

**Washrooms (Restrooms):** Clean and sanitize surfaces, empty trash, and stock paper and soap.

**Classrooms and Study Rooms:** Remove trash, process recyclable material, clean tables/chairs, sweep and spot clean floors, dust horizontal surfaces, clean whiteboards, and spot clean doors/door glass.

**Public (Circulation) Areas:** Remove trash, process recyclable material, clean tables/chairs, vacuum and spot clean floors, dust horizontal surfaces, clean elevators.

**Office Suites:** Remove trash, process recyclable material, dust and spot clean desks, sweep and spot clean floors, dust horizontal surfaces

**Personal Offices:** Remove trash and process recyclable material from containers placed outside office doors. Vacuum carpet, dust horizontal surfaces and spot clean desks and walls *as time permits*.

**Entries:** Remove trash, vacuum walk-off matting, dust window ledges, spot clean doors and door glass, spot clean glass.

**Stairwells:** Vacuum or sweep and spot clean stair treads and landings, dust railings and beams, vacuum or dust window ledges.

**Vending Areas:** Remove trash, process recyclable material, clean tables/chairs, sweep and spot clean floors, dust horizontal surfaces, dust and spot clean vending machines, and spot clean doors/door glass.

Space categories and their respective **periodic services** provided include:

**Washrooms (Restrooms):** Auto scrub tiles and grout.

**Classrooms and Study Rooms:** Vacuum and Whittaker (Dry Chemical Carpet Cleaner) clean or extract carpet, clean walls, detail clean tables and chairs, vacuum light fixtures.

**Public (Circulation) Areas:** Vacuum and Whittaker (Dry Chemical Carpet Cleaner) clean or extract carpet, clean walls, detail clean tables and chairs, vacuum light fixtures, clean waste and recycle containers inside and out, high dusting, clean elevator thresholds.

**Office Suites:** Vacuum and Whittaker (Dry Chemical Carpet Cleaner) clean or extract carpet, clean walls, detail clean tables, desks and chairs, vacuum light fixtures.

**Personal Offices:** Vacuum and spot clean carpet, clean walls, detail clean tables, desks and chairs, vacuum light fixtures.

**Entries:** Vacuum and Whittaker (Dry Chemical Carpet Cleaner) and/or extract walk-off matting, dust window ledges, clean doors, door glass and window glass, clean thresholds and door frames.

**Stairwells:** Vacuum and clean all stair treads, risers and landings, dust railings and beams, vacuum all window ledges.

**Vending Areas:** Vacuum and Whittaker (Dry Chemical Carpet Cleaner) and/or extract carpet, clean tables/chairs, vacuum all horizontal and vertical surfaces, vacuum and clean vending machines exteriors, spot clean doors, clean door glass, clean windows and ledges.

**Exterior Glass:** Clean all exterior glass (Spring and Fall)

**Interior Glass:** Clean all interior glass (Spring and Fall)

## **PROCEDURE**

See Section 15.2: **Custodial Cleaning Schedules and Guidelines**