

**Georgia State University
Facilities Management
Building Services (Custodial Operations)
Cleaning Schedule & Details**

This document outlines the scope and duties of the Custodial Services Department, effective July 1st 2021.

If you have questions in regards to this document, please contact Paul Kany; Director of Building Services Pkany@GSU.Edu for clarification.

Prioritization and Cleaning Specifications:

***Daily= Monday-Friday*

Classrooms, Libraries, Teaching & Technology Labs, Break Rooms, Workrooms, Lecture Halls, Conference Rooms, Computer Labs & Daycare:

Custodial duties include (If and when applicable):

Daily:

- Clean chalk and whiteboards.
- Check for and remove graffiti.
- Check and replace hand sanitizer as needed.
- Vacuum carpet or dust mop/wet mop hard floors.
- Empty trash/recycling receptacles and replace liners.
- Restock chalk and whiteboard markers once per day if needed.
- Spot clean furniture with disinfectant and arrange in an appropriate manner.
- Wipe down door handles, automatic door operators and push plates with disinfectant.

Weekly:

- Clean glass in doors.
- Clean hard surfaced furniture with disinfectant.
- Dust and wipe down audiovisual equipment and equipment carts.

Monthly:

- Dust door frames.
- Clean window ledges.
- Clean radiator enclosures.

Research Labs:

Daily:

- Empty trash that is placed outside of Research Lab doors.

***Perform cleaning of labs as needed and at the request of the department.*

Restrooms, Shower Rooms & Locker Rooms:

Daily:

- Clean mirror.
- Sweep and mop the floor.
- Check for and remove graffiti.

- Clean and wipe down chrome.
- Clean showers with disinfectant.
- Empty feminine product dispensers.
- Empty trash receptacles and replace liners.
- Clean surfaces and fixtures with disinfectant.
- Scrub toilets and urinals inside and out (Dry toilet seat).
- Wipe down door handles and push plates with disinfectant.
- Fill paper towel, toilet paper, soap, hand sanitizer and toilet seat covers dispensers.

Weekly:

- Wipe down doors, door frames and walls.
- Scrub sides, bottoms and backs of toilets and urinals.
- Clean partitions (Sides and bases) to remove grime and dust.

Monthly:

- Vacuum, dust and/or clean exteriors of ventilation vents.

Main Entrances & Corridors:

Daily:

- Clean all glass.
- Clean drinking fountains.
- Check for and remove graffiti.
- Check trash and remove as needed.
- Check and replace hand sanitizer as needed.
- Check for spills, dust bunnies and pieces of litter.
- Wipe down door handles, automatic door operators and push plates with disinfectant.

Semi-Weekly:

- Clean corridors at least 2 times per week or as needed.
 - Carpeted Floors: Vacuum.
 - Tile Floors: Dust mop and wet mop or clean with automatic floorscrubber.

Weekly:

- Dust window ledges and radiator enclosures.

Stairwells:

Daily:

- Check for and remove graffiti.
- Check for and remove trash and debris.

Weekly:

- Dust railings.
- Clean glass in doors and spot clean walls.
- Vacuum carpet or dust mop/wet mop hard floors.
- Remove unauthorized signage taped to doors and walls.
- Dust doors, doorframes and window ledges and clean as needed.

Elevators:

Daily:

- Check for and remove graffiti.
- Check for and remove trash and debris.
- Vacuum carpet or dust mop/wet mop hard floors.
- Wipe down elevator buttons, automatic door operators, etc. with disinfectant.

Weekly:

- Clean elevators doors and walls.
- Clean elevator tracks to remove dirt and debris.

Exterior & Interior Entrances and Lobbies:

Daily:

- Check for and remove graffiti.
- Check for and remove trash and debris.
- Vacuum carpet or dust mop/wet mop hard floors.
- Remove unauthorized signage taped to doors and walls.
- Wipe down door handles, automatic door operators and push plates with disinfectant.

Weekly:

- Clean glass in doors and spot clean walls.
- Dust doors, doorframes and window ledges and clean as needed.

Offices:

Daily:

- Empty trash that is placed outside of office door.

Weekly:

- Clean glass in doors.
- Once per week vacuum carpets or dust mop and wet mop hard floors.
- Dust and clean desks, chairs and keyboards (Custodial staff will clean only open horizontal surfaces and are directed not to move any files or papers)

Monthly:

- Dust and clean other surfaces as needed. (Must be free of debris).
- Dust & clean doorframes, window ledges and radiator enclosures (Must be free of debris).

General:

Please place a work order through the Facilities Management Customer Service Center at 404-413-0700 for any special requests: Spills, Emergency clean ups, Carpet extraction, Stripping/Refinishing of hard tile floors, Special cleaning projects, etc.