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.
  o Carpeted Floors: Vacuum.
  o 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.