Custodial Staffing Guidelines for Academic Buildings

Recommended Staffing Service Level:

This is the level upon which the APPA study was based and has been modified for implementation at Calvin College. Any level of cleanliness below this is not acceptable, especially for restrooms and changing/locker rooms.

1) Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days’ work of dirt, dust stains or streaks.
2) All vertical and horizontal surfaces are clean, but marks, dust, smudges and fingerprints are noticeable with close observation.
3) Restroom and shower tile and fixtures gleam, sanitized and odor-free. Supplies are adequate.
4) Trash containers and recycle bins are empty, clean and odor-free.

Classroom:

Daily:
- Sweep, dust mop, vacuum floors
- Wipe chalkboards and whiteboards
- Empty trash and recycle containers
- Wipe computer keyboards
- Wipe phone

Weekly:
- Spot clean walls and doors
- Spot clean floors and/or carpet
- Wipe flat surface

Monthly:
- Damp mop floors
- Clean trash and recycle containers

Quarterly:
- Dust vents
- Perform interim floor care

Annually:
- Dust blinds
- Project clean furniture and multiple seating

<table>
<thead>
<tr>
<th>Custodial Staffing Guidelines for Academic Buildings</th>
<th>New</th>
<th>2/14/2017</th>
<th>CT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
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<td></td>
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</tr>
</tbody>
</table>
Clean windows
Refinish floors
Project clean light fixtures

Entranceway

Daily:
- Empty trash and recycle containers
- Vacuum walk off mats
- Sweep/dust mop, vacuum floors
- Damp mop floors
- Dust flat surfaces
- Spot clean windows

Weekly:
- Spot clean walls and doors
- Sweep outside ramp and landing
- Clean trash and recycle containers
- Clean windows

Quarterly:
- Perform interim floor care

Annually:
- Project clean light fixtures
- Project clean walk off mats
- Extract carpet and/or refinish floor

Locker/Changing Room

Daily:
- Clean/sanitize shower room
- Clean/sanitize urinals and toilets
- Clean/sanitize sinks
- Clean/sanitize drinking fountain
- Restock paper supplies
- Clean drains
- Sweep/dust mop
- Wet mop/auto scrub floors
- Empty trash and recycle containers
- Spot clean walls and doors
- Wipe lockers and benches
Weekly:
- Clean trash and recycle containers
- Power wash shower room

Monthly:
- Dust vents

Annually:
- Project clean light fixtures
- Refinish floors

**Office**

Daily:
- Vacuum carpet and straighten furniture
- Empty trash and recycle containers
- Wipe telephones

Weekly:
- Spot clean walls, partitions and doors
- Dust cleared furniture and flat surfaces
- Spot clean carpet

Monthly:
- Clean trash and recycle containers
- Dust vents

Quarterly:
- Dust blinds
- Perform interim carpet care
- Project clean upholstered furniture
- Project clean light fixtures
- Clean windows

Annually:
- Perform restorative carpet care

**Public (Circulation) Area**

Daily:
- Sweep/dust mop, damp mop (when needed), vacuum floors
- Clean drinking fountains
- Empty trash and recycle containers
- Wipe phones and computer keyboards
- Wipe elevator doors
Spot clean glass

Weekly:
- Clean trash and recycle containers
- Spot clean walls and doors
- Clean elevator car
- Damp mop floors
- Dust flat surfaces

Monthly:
- Dust vents
- Perform interim floor care
- Clean glass

Annually:
- Project clean light fixtures
- Refinish floor
- Perform restorative carpet care

**Research Laboratory Containing Hazardous Waste**

Daily:
- Remove hazardous waste
- Clean lab sinks
- Sweep/dust mop floors
- Empty trash and recycle containers
- Wipe phones and computer keyboards

Weekly:
- Damp mop floors
- Clean trash and recycle containers

Monthly:
- Spot clean walls and doors
- Wipe furniture and flat surfaces
- Dust vents

Quarterly:
- Perform interim floor care
- Project clean furniture

Annually:
- Project clean light fixtures
- Refinish floors

**Research Laboratory Not Containing Hazardous Waste**
Daily:
- Clean lab sinks
- Sweep/dust mop floors
- Empty trash and recycle containers
- Wipe telephones and computer keyboards

Weekly:
- Damp mop floors
- Clean trash and recycle containers

Monthly:
- Spot clean walls and doors
- Wipe furniture and flat surfaces
- Dust vents

Quarterly:
- Perform interim floor care
- Project clean furniture

Annually:
- Project clean light fixtures
- Refinish floors

**Stairwell**

Daily:
- Sweep, dust mop, vacuum stairs and landings
- Damp mop stairs when needed
- Wipe handrails

Weekly:
- Damp mop stairs and landings
- Spot clean walls and doors
- Spot clean glass
- Dust all flat surfaces
- Clean handrails

Quarterly:
- Perform interim floor care
- Clean windows

Annually:
- Project clean light fixtures
- Refinish floors

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Perform restorative floor care

**Restroom**

Daily:
- Clean/sanitize urinals
- Clean/sanitize toilets
- Clean/sanitize sinks
- Wiper mirrors
- Restock paper supplies
- Empty trash and sanitary containers
- Damp mop floors

Weekly:
- Clean trash containers
- Clean partitions and doors
- Spot clean walls and doors
- Wipe open flat surfaces

Monthly:
- Dust vents
- Restock sanitary supply machines

Annually:
- Project clean light fixtures
- Project clean walls and partitions

**Storeroom**

Monthly:
- Damp mop floors

Quarterly:
- Clean entrance door
- Dust vents

Annually:
- Project clean light fixtures