

Columbia University Facilities
 Academic and Administrative Custodial Services
 Level 4 Service (non-chargable)

Frequency	Service
<i>Weekly</i>	Clean and disinfect all drinking fountains
<i>As Possible</i>	Clean and disinfect all public phones and booths
<i>Weekly</i>	Clean building entry door glass
<i>Daily</i>	Clean chalkboard and trays in registrar & sequestered classrooms
<i>Daily</i>	Clean erasers. Replace chalk
<i>Daily</i>	Empty all wastebaskets, receptacles and ash trays
<i>As Possible</i>	Clean all wastebaskets, receptacles and ash trays
<i>Weekly</i>	Sweep all entrances, steps and exits
<i>As Required</i>	Remove gum and foreign matter on sight in Public Areas
<i>Daily</i>	Wash, sanitize and dry all bowls, seats, urinals, wash basins, showers and mirrors in restroom and locker rooms
<i>Daily</i>	Sweep, wash and sanitize restroom
<i>Daily</i>	Sweep, wash and sanitize locker room floors
<i>Monthly</i>	Dust all sills, partitions and ledges in restroom and locker rooms
<i>As Possible</i>	Damp wipe exterior and interior of waste cans and dispensing units in restroom and locker rooms
<i>Daily</i>	Fill dispensers with toilet tissue, paper towels and soap in restroom and locker rooms
<i>Daily</i>	Clean all partitions in restroom and locker rooms
<i>Monthly</i>	low and top dust all office, classroom, reception and public space furnishing
<i>Quarterly</i>	High dust all offices, classroom, reception and public space
<i>Weekly</i>	Mop hard surface laboratory floors
<i>Daily</i>	Spot mop hard surface laboratory floors
<i>Weekly</i>	Sweep and damp mop stairwells
<i>As Possible</i>	Spot mop stairwells
<i>Daily</i>	Clean all bright work in restroom and locker rooms
<i>Monthly</i>	Dust all door, wall and ceiling vents in restroom & locker rooms
<i>Monthly</i>	Spot clean walls-remove fingerprints/liquid spray on walls
<i>As Possible</i>	Damp wipe all telephones and computer tops
<i>Bi-Weekly</i>	Vacuum office carpets and dust as necessary
<i>Annually</i>	Wash, strip and refinish hard flooring in all classrooms, restrooms and public spaces
<i>Annually</i>	Remove stains and shampoo carpet in all classrooms, reception and public spaces
<i>Upon request</i>	Oversee and provide exterminating services for insects and rodents for all Morningside Academic buildings

As necessary

Walk-thrus for Project Managers or Contractors and custodial assistance
before/during/after project work

Academic and Administrative Level 4 Custodial Service 01.27.09

If any URL in this PDF document does not open into a webpage, please copy and paste the URL into another web browser window. You may also choose to save the PDF to your computer and open it with the most recent version of Adobe Acrobat: <http://get.adobe.com/reader/>. For further assistance, please call the CUIT Service Desk at 212-854-1919.