Policy Statement

Purpose and Scope

The primary purpose of custodial services is to maintain University buildings in a clean and sanitary condition. Effective cleaning practices not only preserve and extend the life of a facility, they also protect health, promote safety and improve morale among faculty, staff and students.

Basic custodial services include, but are not limited to:

- Care of floors, stairways, landings and restrooms
- Cleaning of chalkboards, erasers, windows, walls, classroom furniture and fixtures
- Removal of waste paper and refuse
- Replenishing classroom chalk and chalkboard erasers.

Normally the dusting and cleaning of departmental furniture and furnishings is not considered a custodial service.

General Policy

Custodial services are usually provided as an institutional service (see "Institutional Services," this section) and as such are charged to the Physical Plant.

The housekeeping standards established for the University can be maintained only by following effective frequency of cleaning and methods using trained personnel. However, since budgeting limitations restrict the availability of Physical Plant personnel and supplies, good housekeeping practices by all persons at UTD are encouraged.

To report poor work or improper conduct by custodial personnel, contact the Building Services Supervisor at Ext. 2153.

Working Hours

Normal working hours for the performance of custodial services are:

Monday through Friday - 9:30 p.m. - 6:00 a.m.
This schedule permits the cleaning of buildings and the accomplishment of other custodial services without interference to the majority of UTD personnel. A minimal custodial crew is also available during normal working hours (Monday through Friday, 7:30 a.m. - 4:00 p.m.) to:

- maintain restrooms, corridors and other public areas
- provide trash disposal services
- provide emergency custodial services and
- support special events.

If other than routine custodial services are required, a request should be made via the procedure "Request for Services," this section. Requests for custodial services for special events require one (1) week notice prior to the date of the special event. If emergency custodial services are needed, contact the Work Control Supervisor at Ext. 2177.

**Cleaning and Waxing Services**

The following schedule lists the minimum frequencies for custodial services to ensure that University cleaning standards are maintained:

<table>
<thead>
<tr>
<th>Operation</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empty Waste Baskets</td>
<td>Daily</td>
</tr>
<tr>
<td>Clean Drinking Fountains</td>
<td>Daily</td>
</tr>
<tr>
<td>Empty Ash Trays and Urns</td>
<td>Daily</td>
</tr>
</tbody>
</table>
| Vacuum Floors:
  - Classrooms                                  | Daily     |
  - Offices                                      | Daily     |
  - Corridors                                    | Daily     |
  - Public Areas                                 | Daily     |
  - Auditoriums                                  | Daily     |
  - Cafeterias                                   | Daily     |
| Clean Toilets and Replenish Paper Stock         | Daily     |
| Clean Chalkboards, Erasers, and Trays          | Daily     |
| Damp Mop Tile Floors:
  - Laboratories                                | Daily     |
  - Work Areas                                   | Daily     |
  - Corridors                                    | Daily     |
  - Public Areas                                 | Daily     |
  - Restrooms                                    | Daily     |
| Dust Furniture, Public Areas                   | Weekly    |
| Dust Venetian Blinds                           | Weekly    |
| Wash Walls                                     | Quarterly |

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Strip and Wax Tile Floors

- Laboratories  Quarterly
- Work Areas     Quarterly
- Corridors      Quarterly
- Public Areas   Quarterly

A request to increase the frequency of any of the above custodial services for a specific area may be made with proper justification, using the procedure outlined in "Request for Services," this section.

Policy History

• Issued: 1997-09-29

Policy Links

• Permalink for this policy: http://policy.utdallas.edu/utdbp3079
• Link to PDF version: http://policy.utdallas.edu/pdf/utdbp3079
• Link to printable version: http://policy.utdallas.edu/print/utdbp3079