

**Lane Community College
FMP - Custodial Services
Service Levels for Main Campus**

TASK	REST ROOMS CLEANING	PUBLIC AREAS	CLASSROOMS, TUTOR AREAS, LABS	LIBRARY, ADMIN. OFFICES, CONF. ROOMS	CHILD CARE	STUDENT HEALTH & DENTAL CLINIC	KITCHENS, EATING AREAS	LOCKER ROOMS	ENTRANCES, LOBBIES	OPEN STAIRWAYS, BANISTERS, ENTRYWAYS	EMERGENCY STAIRWAYS	TECH AREAS (no service around equipt.)	PRIVATE OFFICES
GENERAL CLEANING													
Empty trash, replace liner	daily	daily	daily	daily	daily	daily	daily	daily	daily	-	-	daily	-
Clean trash can	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed	-	-	as needed	as needed
Remove litter and debris	daily	daily	daily	daily	daily	daily	daily	daily	daily	daily	daily	2X/week	-
Clean entry mats	-	daily	daily	daily	daily	daily	daily	daily	daily	daily	daily	2X/week	-
Dust surfaces	daily	weekly	weekly	2x/week	2x/week	daily	2x/week	2x/week	2x/week	weekly	weekly	-	annually
Dust vents	weekly	weekly	weekly	weekly	weekly	daily	weekly	weekly	-	-	-	-	annually
Dust around non-private computers	-	weekly	weekly	weekly	-	daily	-	-	-	-	-	-	annually
Clean chalk/white boards	-	daily	daily	daily	daily	daily	-	-	-	-	-	2x/week	-
Clean desktops	-	as needed	as needed	as needed	as needed	as needed	-	-	-	-	-	weekly/an	-
Remove cobwebs	as needed	as needed	as needed	as needed	as needed	weekly/an	as needed	as needed	as needed	as needed	as needed	as needed	annually
Spot clean windows/mirrors	daily	daily	daily	daily	daily	daily	-	daily	daily	daily	-	weekly	annually
Clean & sanitize door glass, handles, push bars, plates, doorknobs	daily	daily	daily	daily	daily	daily	daily	daily	daily	daily	daily	2X/week	annually
Dust windowsills	-	weekly	weekly	weekly	weekly	daily	weekly	-	weekly	weekly	weekly	weekly	annually
Remove smudges and fingerprints	daily	daily	daily	daily	daily	daily	daily	daily	daily	daily	daily	2X/week	annually
Water fountains	-	daily	daily	daily	daily	daily	daily	daily	daily	-	-	daily	-
Clean Elevators	-	daily	-	daily	-	daily	-	-	weekly	-	-	-	-
Remove gum & tape, posters off walls and windows	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed	-	-
RESTROOM													
Clean & disinfect entire toilet bowls/urinals	daily	-	-	-	-	-	-	-	-	-	-	-	-
Clean fixtures, mirrors, counters, partitions	daily	-	-	-	-	-	-	-	-	-	-	-	-
Check & fill soap dispensers	daily	-	-	-	-	-	-	-	-	-	-	-	-
Check and fill paper products	daily	-	-	-	-	-	-	-	-	-	-	-	-
Spot clean walls	daily	-	-	-	-	-	-	-	-	-	-	-	-
Empty sanitary dispenser & replace liner	daily	-	-	-	-	-	-	-	-	-	-	-	-
Mop floor	daily	-	-	-	-	-	-	-	-	-	-	-	-
Flush floor drains	daily	-	-	-	-	-	-	-	-	-	-	-	-
FLOOR CARE													
Vacuum or sweep complete room/ hall	-	weekly	weekly	weekly	daily	daily	daily	daily	daily	daily	weekly	2-4x/week	annually
Vacuum pedestrian through fairs	-	daily	daily	daily	daily	daily	daily	daily	daily	daily	-	2-4x/week	-
Spot vacuum	-	daily	daily	daily	daily	daily	daily	daily	daily	daily	2x/week	2-4x/week	-
Sweep	daily	daily	daily	daily	daily	daily	daily	daily	daily	daily	-	2-4x/week	-
Auto scrub or mop	daily	2-3x/week	weekly	-	daily	daily	daily	daily	daily	daily	weekly	2-4x/week	-
Pressure washed with Compass	quarterly	-	-	-	-	-	3x/week	2x/week	-	-	-	-	-
Spot mop	-	daily	daily	-	daily	daily	daily	daily	daily	daily	2x/week	2-4x/week	-
Burnish finish concrete	-	-	-	-	-	as needed	-	-	-	-	-	-	-
Extract carpet	-	semi annual	annually	annual	semi annual	annually	semi annual	-	semi annual	-	-	annually	request
Spot clean carpet	-	weekly	monthly	-	monthly	monthly	monthly	-	monthly	-	-	monthly	request
*weekly/na = weekly or as needed													
#1 PRIORITY					#2 PRIORITY					#3 PRIORITY			