

Custodial Services

Custodial Services can be reached at all times for emergencies and planned activities by calling the Custodial Services office at 229-5096 or the Physical Plant Services Dispatcher at 229-4742.

Daily Focus Cleaning (6:00 AM until complete)

Thorough cleaning of classrooms, lecture halls, restrooms, entrances, and common areas in campus buildings, preparing them for daily classes.

Zone Cleaning (Area cleaned in rotating fashion)

After Focus Cleaning, custodians go to their assigned zone area. They begin with washrooms, hallways and public areas. Then each room is cleaned top to bottom - vacuuming, dusting, emptying trash and recycling. The average rotation on campus is 5 days.

Non-Routine Cleaning

All windows on campus are cleaned yearly beginning in early summer. Office carpets are extraction-shampooed once per year. Hard floors are scrubbed, stripped and waxed at least once per year. We replace burned-out light bulbs, clean up floods and spills.

Locking and Unlocking Doors

The individual building custodian is responsible for unlocking all building entries on campus as well as select classrooms within the building. Buildings are unlocked by 7:00 AM Monday through Friday. On weekends or after 2:30 PM, the Campus Police can open doors for scheduled buildings. They can be reached at 229-4627.

Pest Control – Indoors

This service is provided by Custodial Services at our own expense. Our Pest Control vendor treats campus every two weeks. If you have a need for this service please contact Custodial Services at 229-5730 or 229-5096.

Snow and Ice

Shovel, salt and maintain walkways entrances, and steps for all campus buildings.

Recycling Program for Physical Plant Services - Custodial

Paper recycling: Designated containers for paper recycling have been placed throughout the academic buildings and in all offices. Custodial pickup of this paper is done during the cleaning of the offices and the public areas as needed. We also have blue, labeled containers located on all floors of each building that occupants can use if their office recycling bins get full before the office cleaning rotation comes around. The paper is then placed in dumpsters located outside near the buildings. Vendor pickup of collected paper is Tuesdays and Fridays.

Co-mingled recycling is defined as all glass, plastic, and aluminum. Co-mingled recycling containers are located in vending and public areas, and on all floors - usually

near the elevators. They are brown with two holes in the top. Additionally, co-mingled recycling carts are located on or near the loading docks of all major campus buildings. Building occupants are asked to rinse and deposit their own recyclables in the designated cart. Vendor pickup of all co-mingled recycling is every 2nd and 4th Tuesday of the month.