

Washington University School of Medicine
Facilities Management
Custodial Service Levels

	OFFICES	RESTROOMS	LABS	CLINICAL	AUDITORIUMS/ CLASSROOMS	CONFERENCE	ELEVATORS	KITCHEN	LACTATION	COMMON (Entranceways, Stairwells, Hallways/Lobbies)
FLOORS										
Sweep or Vacuum Floor	1x per week	Daily	1x per week	Daily	Daily	Daily	Daily	Daily	Daily	Daily 2x per week (stairwells)
Spot Clean Carpet	As needed			As needed	As needed	As needed	As needed		As needed	As needed
Wet Mop		Daily	1x per week	Daily	Daily	Daily	Daily	Daily	Daily	Daily 2x per week (stairwells)
Clean/Extract Walk-Off Mats										1x per month
Vacuum/Roll-up Walk-Off Mats										Daily
Shampoo Carpet or Scrub/Recoat/Refinish Floor	Annually	Annually	Annually	Annually	Annually	Annually	Annually	Annually	Annually	Bi-annually Shampoo quarterly (entranceways)
Mop and Burnish Floor		1x per week	1x per week	1x per week	1x per week	1x per week	1x per week	1x per week	1x per week	1x per week
TRASH/RECYCLE										
Empty Trash Containers/Replenish Liners	3x per week	Daily	Daily	Daily	Daily	Daily		Daily	Daily	Daily
Empty Recycle Containers	2x per week		2x per week	2x per week	2x per week	2x per week		Daily		2x per week
Clean Trash/Recycle Containers	1x per month	1x per month	1x per month	1x per month	1x per month	1x per month		1x per month	1x per month	1x per month
ELEVATORS										
Clean Elevator Tracks (cab)							1x a month			
Clean Elevator Track Floor							Daily			
Buff Elevator Floor							2x a month			
FLAT SURFACES/WALLS/FURNITURE										
Dust Flat Surfaces	1x per week	1x per week		Daily	1x per week	1x per week		1x per week	1x per week	1x per week
Dust Vents	1x per month	1x per week	Upon customer request	1x per week	1x per month	1x per month		1x per month	1x per month	1x per month
Clean Partitions/Walls/Doors	1x per week	Daily	1x per week	1x per week	1x per week	1x per week	Daily	1x per week	1x per week	1x per week
Dust Ledges	1x per week	1x per week	1x per week	Daily	1x per week	1x per week			1x per week	1x per week
Wipe and Dust Seats					1x per week					
Clean/Disinfect Furniture	1x per week			Daily	Daily	Daily		Daily	Daily	1x per week
High/Low Dusting/Clean Rails										2x per month
RESTROOMS/KITCHENS										
Restock Dispensers		Daily						Daily		
Clean/Disinfect Toilets/Sinks/Urinals		Daily								
Clean Mirrors		Daily								
Clean/Disinfect Counters, Sinks and Tabletops								Daily		
Wipe Down Cabinet Fronts								1x per week		
OTHER										
Spot Clean Window/Door Glass					1x per week					Daily
Wipe/Clean Water Fountains										Daily
Clean Windows/Sills (Inside Only)	Upon customer request		Upon customer request	Upon customer request	Upon customer request	Upon customer request	Upon customer request	Upon customer request	Upon customer request	Upon customer request
White Boards					Daily (unless otherwise noted)					

Areas Where Service Level Will Vary Based On Customer Need:
Barnard - 5th Floor
Kidney Center - Forest Park & Wohl Clinic
Maternity - 5th Floor On-Call Room
Southwest Tower - 7th Floor Clean Rooms
West Building - 2nd Floor Clean Room