

**GUIDELINES:**

Issued: January 1 2015

Revised:

**PURPOSE:**

To develop a seamless and efficient process for installation of dispensers for all campus customers. Additionally to develop a process to start up the newly completed area in regards to Custodial services (e.g. waste receptacles, cleaning equipment and start up area preparation. Through this procedure, improvements will be gained in the areas of customer service, security, and project completion/close out.

**DEFINITIONS:**

CP = Capital Projects

FISC = Facilities Integrated Service Center

FMD = Facilities Management Department

FO = Facilities Operations

FTASK = Facilities Chargeable Work Task

GCM = General Construction Manager

PM = Project Manager

PS = Protective Services

WUSM = Washington University School of Medicine

**PROCESS:**

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**1. Design Phase**

- a. The Capital Projects (CP) Project Manager (PM) will notify the Custodial Manager and the Manager of General Services that the project is in design. The PM should provide a preliminary schedule and floor/site plans of the affected area.
- b. The PM will review the design drawings with the Custodial Manager to review the following:
  - i. Determine the placement and number of dispensers and waste receptacles.
  - ii. Review and seek concurrence on floor types, restroom and break room design.
  - iii. Review and seek concurrence on adequate custodial space and facilities.
- c. The Project is responsible for purchasing dispensers, and waste receptacles in renovation projects as well as all cleaning equipment in new construction projects. The PM should allow for this in the preliminary budget.
- d. The FISC will reply to the CP PM with a Facilities chargeable work task (FTASK) number for billing and tracking purposes.

**2. Demolition/Pre-Construction**

- a. It is the project team's responsibility to minimize disruption of the surrounding areas of the project. The PM should collaborate with the Custodial Manager and Manager of General Services about the use and upkeep of the affected area, including temporary use and upkeep of custodial closets, elevators, and hallways.

- b. If reusing dispensers or waste receptacles – CP PM will contact FISC and request removal of items for reuse. Maintenance and Custodial personnel will remove requested items for future reuse.

### **3. Construction Phase**

- a. Near the end of the construction phase needed dispensers, waste receptacles, cleaning equipment and start up supplies should be ordered through the FMD supply room. The PM should collaborate with the Custodial Manager to finalize the number and types of equipment and supplies needed for the affected area.
- b. The CP PM will contact the Washington University School of Medicine (WUSM) authorized dispenser supplier and purchasing for sourcing of waste receptacles – and provide them with:
  - i. Project Name.
  - ii. FTASK Number.
  - iii. FMD Supply Room address – 4570 McKinley Ave., St. Louis MO, 63110 – to deliver the Dispensers and waste receptacles.
- c. The FMD supply room will notify the CP PM when the dispensers, waste receptacles and cleaning equipment have arrived.
- d. Custodial services will store the dispensers, waste receptacles and new custodial equipment and supplies.
- e. Soap, toilet paper and paper towel dispensers should be installed near the end of the project.

### **4. Transition, Activation and Closeout**

- a. Project drawings specifications will dictate what kinds of pre occupancy floor care that will be needed. The PM will contact the preferred floor care and pre occupancy cleaning company and coordinate the execution of work necessary.
- b. Waste receptacles will be placed by the construction team at workstations, public spaces and in restrooms by the specified completion date.
- c. The CP PM will deliver the dispenser keys to the custodial services office so that custodial services can fill all dispensers..

WUSM-approved custodial cleaning vendor:

WFF Cleaning Company - Willie Marchbanks - (314) 252-2003