Custodial Standard Tasks

The primary function of Custodial Services at Rutgers, The State University of New Jersey, is to provide an aesthetically pleasing and clean environment conducive to the mission of the University. To this end, the Facilities Maintenance Services division has developed and implemented standard custodial tasks that are widely accepted in the housekeeping industry. The standard tasks are as follows:

1. Adjacent Building Cleaning
   A. Daily
      1. Clean steps and debris at entranceways.
   
   B. Twice Weekly
      1. Remove debris from around buildings extending to forty feet on perimeter.
   
   C. As Needed
      1. Remove snow and ice from steps, walkways, ramps, etc.

2. Restrooms
   A. Daily
      1. Clean & sanitize sinks, urinals, commodes and mirrors.
      2. Sweep and wet mop floors, properly use germicidal disinfectant.
      3. Check soap, paper supplies, and feminine sanitary products and restock dispensers as needed. In high uses areas, return during the day to perform restocking needs.
      4. Remove waste and replace trash liners.
      5. Vacuum and spot clean any carpet areas.
      6. Remove graffiti.
      7. Check lighting and re-lamp fixtures when needed.
   
   B. Weekly
      1. Damp clean partitions, hand dryers, dispensing units and waste receptacles.
      2. Pour mop water with disinfectant solution into floor drains.

   C. Monthly
      1. Clean ceiling vents.
      4. Clean/polish bright work.
   
   D. Annually
1. Strip and refinish vinyl tile floors.
2. Shampoo carpeted areas.

3. Offices & Office Areas
   A. Twice a week
      1. Remove waste and replace liners as needed.
   B. Weekly
      1. Sweep (dust mop) and spot mop floors.
      2. Check lighting and replace as needed.
   C. Quarterly
      1. Clean vents as needed.
      2. Vacuum and dust furniture/fixtures.
   D. Annually
      1. Strip and finish floors.
      2. Shampoo and rinse carpets. Note: draperies should be dry cleaned if funds are available.

4. Classrooms, Seminar rooms, Lecture Halls and Conference rooms
   A. Daily
      1. Clean chalk boards, chalk wells and replenish chalk early am, noon and pm.
      2. Clean erasers and replace when needed.
      3. Sweep and spot mop floors.
      4. Vacuum & spot clean carpet.
      5. Remove waste and replace liners.
      6. Check lighting & replace when needed.
   B. Monthly
      1. Clean vents.
      2. Buff/spray buff/bonnet clean traffic lanes.
      3. Clean/dust furniture & fixtures.
   C. Annually
      1. Shampoo and rinse carpet.
      2. Strip and refinish floor.
      3. Wash walls.

5. Teaching & Research Laboratories (note: follow guidelines for REHS)
   A. Daily
      1. Sweep and spot mop floors.
      2. Remove waste and replace liners.

B. Monthly
1. Buff/spray traffic lanes.

C. Annually
1. Strip and refinish floors.
2. Clean vents (twice yearly)

6. Corridors
A. Daily
1. Clean/sanitize water fountains.
2. Spot clean glass.
3. Sweep and spot mop floors.
4. Vacuum and spot clean carpets.
5. Remove waste and recyclables, replace liners.

B. Weekly
1. Buff/spray buff floors as needed.
2. Spot clean/bonnet clean carpets.
3. Clean display glass.

C. Monthly
1. Clean walls and fixtures.

D. Annually
1. Shampoo and rinse carpeting. May require additional servicing.
2. Strip and refinish floors.
3. Clean vents (twice yearly)

7. Lounges
A. Daily
1. Sweep and spot mop floors.
2. Vacuum and spot clean carpet.
3. Surface clean fixtures/furniture.
4. Check lighting and re-lamp as needed.

B. Weekly
1. Buff/spray as needed.
2. Vacuum and spot clean carpet.
3. Damp mop floors.

C. Annually
1. Strip and refinish.
2. Shampoo and rinse carpet.
3. Clean vents (twice per year)
8. Staircases and landings
   A. Alternate days
      1. Remove debris.
      2. Check lighting and re-lamp as needed.
   B. Weekly
      1. Wet mop steps and landings.
      2. Sweep steps and landings
   C. Monthly
      1. Clean railings.
   D. Clean floors coverings, strip/refinish, shampoo rinse.

9. Entrances
   A. Daily
      1. Sweep or vacuum vestibules, foyers, and porches.
      2. Spot mop or clean carpet.
   B. Alternate Days
      1. Buff traffic lanes 3x/week
   C. Weekly
      1. Dust and clean vertical and horizontal surfaces.
      2. Damp mop.
   D. Annually
      1. Perform heavy-duty project work for floors.

10. Libraries
    A. Daily
       1. Sweep or vacuum.
       2. Spot mop or spot clean.
       3. Remove waste and recyclables.
       4. Check lighting and replace when needed.
    B. Weekly
       1. Buff/spray traffic lanes.
    C. Monthly
       1. Dust/clean vertical and horizontal surfaces.
    D. Annually
       1. Shampoo and rinse carpet.
       2. Strip and refinish floors.
3. Clean vents (2x per year)

11. Athletic/Recreation areas
   A. Daily
      1. Sweep and wet mop floors
      2. Vacuum and spot clean carpet.
      3. Remove waste and recyclables.
      4. Clean fixtures.
      5. Re-lamp when needed.
   
   B. Weekly
      1. Buff/spray buff and bonnet clean carpet.

   C. Monthly
      1. Clean vertical and horizontal surfaces.

   D. Annually
      1. Strip and refinish hard surface floors.
      2. Shampoo and rinse carpet.
      3. Clean vents (2x per year)

12. Window Cleaning
    1. Windows to be cleaned yearly in areas custodians can access.

13. Emergencies
    1. Any condition requiring immediate custodial service takes priority and must be handled properly.