

Vanderbilt University  
Plant Operations – Custodial Service Levels  
Academic/Administrative Buildings

Task/Frequencies	Exterior Entrances	Elevators Corridors Stairwells	Restrooms Locker Rooms	Libraries Lounges	Classrooms Lecture Halls	Labs	Conference Rooms	Kitchens Break Rms.	Offices Research Labs
<b>TRASH/RECYCLING</b>									
Empty trash cans	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Empty paper recycling bins	Daily	Daily		Daily	Daily		Daily	Daily	When full
Empty official aluminum & plastic bins	Weekly	Weekly		Weekly	Weekly		Weekly	Weekly	Weekly
<b>GENERAL CLEANING</b>									
Remove litter and debris	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Weekly
Straighten furniture		Daily	Daily	Daily	Daily		Daily	Daily	
Clean entrance mats	Weekly								
Clean or disinfect contact surfaces, door knobs, lever handles, push plates/bars	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Weekly
Clean/disinfect restroom fixtures, toilets, urinals, mirrors			Daily						
Spot clean walls, hardware, doors & partitions	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Weekly
Clean water fountains		Daily		Daily				Daily	
Clean chalk boards and white boards					Daily	On request	Daily		On request
Spot cleaning of door glass & glass storefront	Daily	Daily		Daily	Daily	Daily	Daily	Daily if applicable	
Replenish paper supplies & refill dispensers			Daily			Daily		Daily	Daily/as needed
Perform high & low dusting	Weekly	Weekly	Weekly	Daily	Weekly	Weekly	Weekly	Weekly	Weekly
Remove graffiti	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Vacuum or damp wipe furniture	Weekly	Weekly	Weekly	Daily	Weekly	Weekly	Weekly	Weekly	Weekly
Spot clean & wet wipe surfaces	Daily	Daily	Daily	Weekly	Daily	Daily	Daily	Daily	Weekly
Vacuum & wet mop tracks		Weekly							
<b>FLOOR CARE</b>									
Dust mop & spot mop hard floors		Daily		Daily	Daily	Daily	Daily		Weekly
Wet mop		Daily	Daily		Daily as needed	Daily		Daily	
Vacuum	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Weekly
Sweep	Daily	Daily	Daily					Daily	
Scrub floors in restrooms/locker rooms			Weekly						
Spot clean carpets		Weekly		As needed	As needed		As needed		As needed
Extract carpet		Annually		Annually	Annually		Annually	Annually	Annually
Strip/scrub & re-finish hard floors		Annually	Annually	Annually	Annually	As needed	Annually	Annually	Annually

*Figure 1 – Custodial Service Levels – Academic and Administrative Buildings*