

Vanderbilt University
Plant Operations – Custodial Service Levels
Residential Buildings

| Task/Frequencies | Lobbies, Lounges, Study Rm., Classrooms | Hallways, Stairwells, Landings | Community Bathrooms | Kitchens ^{1 2} | Laundry Rooms | Apts. w/ Bath | Suites w/ Bath | Rooms w/ ½ Bath | Room w/ Private Bath |
|--|--|-----------------------------------|------------------------|-------------------------|------------------|------------------|-------------------|--------------------|-------------------------|
| TRASH | | | | | | | | | |
| Empty trash cans | Daily | Daily | Daily | Daily | Daily | Weekly | Weekly | Weekly | Weekly |
| Clean and change liners of trash cans | Daily | Daily | Daily | Daily | Daily | Weekly | Weekly | Weekly | Weekly |
| GENERAL CLEANING | | | | | | | | | |
| Remove litter and debris | Daily | Daily | Daily | Daily | Daily | Weekly | Weekly | Weekly | Weekly |
| Straighten furniture | Daily | Daily | Daily | Daily | Daily | Weekly | Weekly | Weekly | Weekly |
| Clean or disinfect contact surfaces, door knobs, lever handles, push plates/bars | Daily | Daily | Daily | Daily | Daily | Weekly | Weekly | Weekly | Weekly |
| Clean/disinfect restroom fixtures, toilets, urinals, mirrors, counters | | | Daily | | | Weekly | Weekly | Weekly | Weekly |
| Clean/disinfect bathtubs/showers | | | Weekly | | | Weekly | Weekly | Weekly | Weekly |
| Clean/disinfect shower curtains | | | Weekly | | | Weekly | Weekly | Weekly | Weekly |
| Spot clean walls, hardware, doors, partitions | | | Daily | Daily | Daily | Weekly | Weekly | Weekly | Weekly |
| Clean chalk boards and white boards | Daily | | | | | | | | |
| Spot cleaning of door glass & glass storefront as applicable | Daily | Daily | | Daily | | Weekly | Weekly | Weekly | Weekly |
| Replenish paper supplies & refill dispensers | | | Daily | Daily | | Weekly | Weekly | Weekly | Weekly |
| Perform high & low dusting | Weekly | Weekly | Weekly | Weekly | Weekly | Weekly | Weekly | Weekly | Weekly |
| Remove graffiti | As needed | As needed | As needed | As needed | As needed | | | | |
| Vacuum or damp wipe furniture | Daily | | | Weekly | Daily | Weekly | Weekly | Weekly | Weekly |
| Spot clean & wet wipe surfaces | Daily | | Daily | Daily | Daily | Weekly | Weekly | Weekly | Weekly |
| Clean water fountains | | Daily | | | | | | | |
| FLOOR CARE | | | | | | | | | |
| Dust mop/vacuum as applicable | Daily | Daily | | | | Weekly | Weekly | Weekly | Weekly |
| Sweep & wet mop floors | Daily | Daily | Daily | Daily | Daily | Weekly | Weekly | Weekly | Weekly |
| Scrub floors in restrooms | | | Weekly | | | Weekly | Weekly | Weekly | Weekly |
| Spot clean carpets | As needed | Weekly | | As needed | As needed | As needed | As needed | As needed | As needed |
| Extract carpet | Annually | Annually | | Annually | Annually | | | | |
| Strip/scrub & re-finish hard floors | Annually | Annually | | Annually | Annually | Annually | Annually | Annually | Annually |

Figure – 2 – Custodial Service Levels – Residential Buildings

¹Kitchens in suites are cleaned weekly. ² Building Services will clean and disinfect sinks and counters in common kitchens, if found clean and uncluttered of dishes. Building Services does not clean stovetops, ovens, microwaves, refrigerators, or dishwashers.