

UNIVERSITY OF WASHINGTON, BOTHELL

POLICIES AND PROCEDURES MANUAL

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CUSTODIAL CLEANING SCHEDULE AND GUIDELINES

13.2

REV 04/05

Facility Services

425-352-5466

OVERVIEW

The University of Washington, Bothell Physical Plant Services Custodial Department attempts to schedule and perform routine cleaning, periodic cleaning, waste removal and recyclable material processing as much as possible during off-hours and on days that the buildings are closed. This has been done in order to minimize distractions that can negatively impact the learning environment, increase customer safety and enhance worker productivity.

In order to support required day time routine cleaning, spill response, and customer service calls, some day and swing custodial personnel are scheduled and do perform routine cleaning while students, faculty and staff are using the facilities. When working in areas where customers are present, the custodian uses every technique and caution device available to ensure that the learning and work environment remains productive and safe.

POLICY

Custodial shifts and the *space categories* that are serviced include:

Day Shift: 7:00 AM – 3:30 PM, Monday – Friday

- *All space categories:* Coverage, Support and Quick Calls (Entire Campus)

Swing Shift: 12:30 PM – 11:00 PM, Monday – Thursday

8:00 AM – 6:30 PM, Friday

6:00 AM – 4:30 PM, Saturday & Sunday

- *Washrooms (Restrooms):* Quick Clean (All buildings twice daily Monday - Friday). Detail Clean (All buildings daily Saturday & Sunday)
- *Classrooms:* Quick Clean, Waste & Recycle (All buildings, Saturday only)
- *Public (Circulation) Areas:* Quick Pick-Up during rounds (All buildings daily)

- *Office Suites:* Quick Clean, Waste & Recycle (All buildings, Monday – Friday)
- *Personal Offices:* Waste & Recycle, Clean **as time permits** (All buildings, Monday – Friday)
- *Vending Area:* Clean (CCC only daily)

Graveyard Shift: 10:00 PM – 8:30 AM, Monday – Thursday

- *Washrooms (Restrooms):* Detail Clean all (All buildings nightly)
- *Classrooms and Study Rooms:* Clean all (All buildings nightly)
- *Public (Circulation) Areas:* Clean all (All buildings nightly)
- *Entries:* Clean all (All buildings nightly)
- *Stairwells:* Clean all (All buildings nightly)
- *Vending Area:* Clean (UW1 only nightly)

PROCEDURE

Contact Facility Services Dispatch (425-352-5466) to report and/or request service for:

- Beverage spills
- Food spills
- Inoperable, damaged or broken building surfaces, fixtures, lamps or furniture
- Vandalism
- Flooding
- Broken glass, lamps, sharps (needles)
- Hazardous materials: Blood, bodily fluid or chemical
- Air quality issues
- Missed routine or periodic custodial services

SERVICE

For specific times that areas are serviced, please refer to the **SERVICE** information displayed in **Section 14.1** - Classroom, Study Room and Hallway Waste and Recycling and **Section 14.2** - Administration, Faculty and Staff area Waste and Recycling. Routine cleaning of all areas closely follows all scheduled recycling and waste services.