

Columbia University Facilities  
 Academic and Administrative Custodial Services  
 Level 3 Service (non-chargeable)

<b>Frequency</b>	<b>Service</b>
<i>Daily</i>	Clean and disinfect all drinking fountains
<i>Weekly</i>	Clean and disinfect all public phones and booths
<i>Daily</i>	Clean building entry door glass
<i>Daily</i>	Clean chalkboard and trays in registrar & sequestered classrooms
<i>Daily</i>	Clean erasers. Replace chalk
<i>Daily</i>	Empty and clean all wastebaskets, receptacles and ash trays
<i>Daily</i>	Sweep all entrances, steps and exits
<i>Daily</i>	Remove gum and foreign matter on sight
<i>Daily</i>	Wash, sanitize and dry all bowls, seats, urinals, wash basins, showers and mirrors in restroom and locker rooms
<i>Daily</i>	Sweep, wash and sanitize restroom/locker room floors
<i>Weekly</i>	Dust all sills, partitions and ledges in restroom and locker rooms
<i>Monthly</i>	Damp wipe and exterior and interior of waste cans and dispensing units in restroom and locker rooms
<i>Daily</i>	Fill dispensers with toilet tissue, paper towels and soap in restroom and locker rooms
<i>Daily</i>	Clean all partitions in restroom and locker rooms
<i>Weekly</i>	Hi/low and top dust all office, lab, classroom, reception and public space furnishing
<i>Weekly</i>	Mop hard surface laboratory floors
<i>Weekly</i>	Sweep and damp mop stairwells
<i>Weekly</i>	Clean all bright work in restroom and locker rooms
<i>Weekly</i>	Dust all door, wall and ceiling vents in restroom & locker rooms
<i>Daily</i>	Spot clean walls-remove fingerprints/liquid spray on walls
<i>As necessary</i>	Clean ceiling vents
<i>Weekly</i>	Damp wipe all telephones and computer tops
<i>Weekly</i>	Vacuum office carpets and dust as necessary
<i>Annually</i>	Wash, strip and refinish hard flooring in all classrooms, restrooms and public spaces
<i>Annually</i>	Remove stains and shampoo carpet in all classroom, reception and public spaces
<i>Upon request</i>	Oversee and provide exterminating services for insects and rodents for all Morningside Academic buildings
<i>As necessary</i>	Walk-thrus for Project Managers or Contractors and custodial assistance before/during/after project work