

Environmental Services Operations Standard Tasks

The primary function of Environmental Services at Rutgers, The State University of New Jersey, is to provide a safe, clean, aesthetically pleasing environment in support of the mission of the University. To this end, the Environmental Services division has developed and implemented standard custodial tasks that meet industry standards. The standards are as follows:

Exterior Building Cleaning

Daily

- Clean ash urns
- Clean entry area glass
- Clean steps and remove debris from all entry ways within a 40 foot radius of building
- Remove graffiti and postings
- Clean gum from all entryways and steps

Annually

- Power wash main entry and sidewalks

As Needed

- Remove snow and ice from steps, walkways, ramps, fire exits, etc. within a 40 foot radius of building

Entrances and Public Areas

Daily

- Clean glass
- Mop floor or vacuum/spot-clean carpet as needed
- Pick up debris
- Re-lamp as needed
- Restore traffic lanes - 3 times per week
- Vacuum mats - remove gum and stains as needed

Weekly

- Dust and clean vertical and horizontal surfaces, fixtures and frames

Annually

- Restore carpet and floor finishes
- Wash interior/exterior windows in areas custodians can safely access

Corridors

Daily

- Clean and sanitize water fountains
- Re-lamp in areas 10 feet or lower
- Remove waste and recyclables, replace liners as needed
- Spot clean glass
- Spot clean walls
- Sweep and spot mop floors
- Mop floor or vacuum/spot-clean carpet as needed

Weekly

- Clean display glass
- Dust and clean vertical and horizontal surfaces, fixtures and frames
- Wet mop floors – 2 times per week

Quarterly

- Clean vents in areas custodians can safely access

Annually

- Restore carpet and floor finishes
- Wash interior/exterior windows in areas custodians can safely access

Staircases and Landings

Daily

- Re-lamp in areas 10 feet or lower
- Remove debris

Weekly

- Dust and clean vertical and horizontal surfaces, fixtures and frames
- Spot clean walls
- Mop floor or vacuum/spot-clean carpet as needed

Quarterly

- Clean vents in areas custodians can safely access

Annually

- Restore carpet and floor finishes
- Wash interior/exterior windows in areas custodians can safely access

Restrooms

Daily

- Check soap, paper supplies, and feminine sanitary products - restock as needed. *Second servicing may be provided in high use areas*
- Clean and sanitize fixtures
- Re-lamp as needed
- Remove graffiti
- Remove waste and replace liners
- Sweep and wet mop floors with germicidal disinfectant
- Vacuum and spot clean any adjacent carpeted areas

Monthly

- Clean vents in areas custodians can safely access
- Restore floors

Annually

- Restore carpet and floor finishes
- Wash interior/exterior windows in areas custodians can safely access

Offices and Office Areas

Weekly

- Dust and clean vertical and horizontal surfaces, fixtures and frames
- Dust furniture free of personal items
- Re-lamp as needed
- Remove waste one time per week
- Remove recycling one time per week on an alternate day then trash pickup
- Sweep, mop or vacuum floors

Monthly

- Clean blinds

Quarterly

- Clean vents in areas custodians can safely access

Annually

- Restore carpet and floor finishes
- Wash interior/exterior windows in areas custodians can safely access

Classrooms, Computer Labs, Seminar Rooms, Lecture Halls and Conference Rooms

Daily

- Clean boards, erasers and chalk trays. Replenish chalk and erasers as needed.
- Dust and clean vertical and horizontal surfaces, fixtures and frames
- Organize furniture
- Re-lamp as needed
- Remove waste and recycling, replace liners
- Report seating in need of repair or replacement
- Spot clean walls
- Sweep and spot mop floors
- Vacuum and spot clean carpet

Monthly

- Clean vents in areas custodians can safely access
- Restore traffic lanes

Annually

- Restore carpet and floor finishes
- Wash interior/exterior windows in areas custodians can safely access

Teaching Laboratories

Daily

- Clean boards, erasers and chalk trays. Replenish chalk and erasers as needed.
- Dust and clean vertical and horizontal surfaces, fixtures and frames
- Organize furniture
- Re-lamp as needed - *fume hood lamps are the responsibility of the customer*
- Remove waste and recycling, replace liners
- Report seating in need of repair or replacement
- Spot clean walls
- Sweep and spot mop floors

Monthly

- Clean vents in areas custodians can safely access
- Restore traffic lanes

Annually

- Restore floor finishes
- Wash interior/exterior windows in areas custodians can safely access

Research Laboratories - follow REHS guidelines

3x Weekly

- Remove waste
- Remove recycling
- Sweep and mop floors
- Re-lamp as needed – *fume hood lamps are the responsibility of the customer*

Monthly

- Clean vents in areas custodian can safely access - *every other month, except fume hoods*
- Restore traffic lanes

Annually

- Restore carpet and floor finishes
- Wash interior/exterior windows in areas custodians can safely access

Services performed upon request with R.E.H.S. approval

- Dust and clean vertical and horizontal surfaces, fixtures and frames

Lounges/Kitchens – *Custodians are not responsible for cleaning dishes, coffee pots, interior of cabinets, drawers, microwaves, ovens, refrigerators or stovetops*

Daily

- Clean sink – *if empty*
- Re-lamp as needed
- Surface clean fixtures/furniture
- Sweep and spot mop floors
- Vacuum and spot clean carpet

Weekly

- Damp mop floors
- Dust and clean vertical and horizontal surfaces, fixtures and frames

Monthly

- Clean vents in areas custodians can safely access

Annually

- Restore carpet and floor finishes
- Wash interior/exterior windows in areas custodians can safely access

Specialized Areas – Athletics/Recreation, Health Care, Libraries, etc.

- These areas will be cleaned following specific guidelines as established for these unique spaces

Recycling and Waste Removal

- For removal of large quantities of recyclable materials such as books, magazines, or files, please contact David L. DeHart at 732-445-3711 x184 or ddehart@facilities.rutgers.edu
- For recycling of electronic media, devices, cell phone and camera batteries contact Material Services at 732-445-0797
- For chemical removal or recycling please contact Mark Kelly at 732-445-2550 or via email at mkelly@rehs.rutgers.edu or view the Rutgers Environmental Health & Safety website at www.rehs.rutgers.edu
- Information regarding general university recycling can be found at www.facilities.rutgers.edu

12. Billable Services

- Services beyond the standards listed above can be provided by Environmental Services for a nominal fee. Contact David L. DeHart for an estimate at ddehart@facilities.rutgers.edu.

13. Emergencies

- Any condition requiring immediate custodial service takes priority and must be handled promptly *e.g. floods, spills, and pest control issues*
- In the event of an emergency between 8:00 AM – 4:30 PM Monday – Friday, please call the Service Call Center at 732-445-1234. After hours and on weekends and holidays, call Rutgers Police at 732-932-7211.