

State Funded Routine Cleaning Services

Update July 2009

The following are the routine cleaning services and their frequencies provided by the Academic Custodial Services staff in all academic state funded facilities at Western Washington University. These services are shown by room types based upon the Custodial Staffing Guidelines for Educational Facilities published by APPA, The Association of Higher Education Facilities Officers.

Revisions Effective September 1, 2009 – Due to FY2010 Budget Reductions cleaning services were reduce as shown below.

WASHROOMS — APPA Code WR Cleaning Priority 1 – Highest Priority

Men and Women Restrooms

Effective September 1, 2009 - Where there are available hand dryers, paper towels will no longer be supplied.

- Daily Clean drains
- Daily Clean/sanitize toilet bowls and urinals
- Daily Clean wash bowls
- Daily Restock soap and toilet paper
- Daily Damp-mop Floors
- Daily Clean Mirrors
- Daily Spot-clean walls, partitions, and doors
- Weekly Spot Clean Mirrors
- Twice a week Dust furniture and flat surfaces
- Weekly Clean partitions and doors
- Weekly Dust vents
- Weekly Wet-mop and scrub floors
- Semi-Annually Dust Light Fixtures
- Bi-weekly Pressure wash and disinfect floors/walls

LOCKER ROOMS—APPA Code LR Cleaning Priority 1 - Highest Priority

- Daily Clean drains
- Daily Sweep/dust-mop floors
- Daily Clean water fountains
- Daily Pressure wash and disinfect floors/walls
- Weekly Dust vents
- Monthly Spot-clean walls, partitions, and doors
- Quarterly Clean lockers and benches

The following are the routine cleaning services and their frequencies provided by the Academic Custodial Services staff in all academic state funded facilities at Western Washington University. These services are shown by room types based upon the Custodial Staffing Guidelines for Educational Facilities published by APPA, The Association of Higher Education Facilities Officers.

LOUNGES—APPA Code AO Cleaning Priority 2

Employee Breaks Rooms

- Daily Empty waste containers
- Twice a week Vacuum carpet or sweep floor and straighten furn.
- Weekly Dust furniture and flat surfaces
- Monthly Clean trash containers
- Quarterly Damp clean furniture
- Semi-Annually Spot-clean walls, partitions, and doors
- Annually Perform interim floor care
- Annually Clean doors and windows

CLASSROOMS AND LABS - APPA Code CL and LA Cleaning Priority 2

Hard Floor Classrooms

- Daily Clean chalkboards and trays
- Daily Empty waste containers
- Daily Empty pencil sharpeners
- Five Times a week Sweep/dust-mop floors
- Five times a week Clean erasers
- Weekly Damp-mop / Auto-scrub floors
- Weekly Dust furniture and flat surfaces
- Monthly Dust vents
- Annually Clean doors and windows
- Annually Clean interior face of ext. windows
- Annually Perform interim floor care
- Annually Project clean multiple seating
- Annually Spot-clean walls, partitions, and doors

Carpeted Classrooms

- Daily Clean chalkboards and trays
- Daily Empty waste containers
- Daily Empty pencil sharpeners
- Weekly Vacuum carpet or sweep floor and straighten furn.
- Four times a week Traffic Lane Vacuuming
- Four times a week Clean erasers
- Weekly Dust furniture and flat surfaces
- Monthly Dust vents
- Annually Clean doors and windows
- Annually Clean interior face of ext. windows
- Annually Perform interim floor care
- Annually Project clean multiple seating
- Annually Spot-clean walls, partitions, and doors

The following are the routine cleaning services and their frequencies provided by the Academic Custodial Services staff in all academic state funded facilities at Western Washington University. These services are shown by room types based upon the Custodial Staffing Guidelines for Educational Facilities published by APPA, The Association of Higher Education Facilities Officers.

PUBLIC AREAS—APPA Code PA Cleaning Priority 2

Entrances, Hallways, and similar public areas

- Daily Vacuum carpet or sweep floor and straighten furn.
- Daily Empty waste containers
- Daily Spot-clean walls, partitions, and doors
- Daily Clean water fountains
- Daily Clean/roll-up walk-up mats
- Four times a week Damp-mop Floors
- Twice a week Dust furniture and flat surfaces
- Weekly Dust vents
- Quarterly Clean trash containers
- Quarterly Perform interim floor care

Library Areas - Light Use

- Daily Empty waste containers
- Weekly Dust furniture and flat surfaces
- Weekly Vacuum carpet or sweep floor and straighten furn.
- Weekly Traffic Lane Vacuuming
- Annually Clean trash containers
- Annually Perform interim floor care
- Annually Spot-clean walls, partitions, and doors

Library Areas - Heavy Use

- Daily Empty waste containers
- Four times a week Traffic Lane Vacuuming
- Weekly Vacuum carpet or sweep floor and straighten furn.
- Weekly Dust furniture and flat surfaces
- Annually Spot-clean walls, partitions, and doors
- Annually Clean trash containers
- Annually Perform interim floor care

The following are the routine cleaning services and their frequencies provided by the Academic Custodial Services staff in all academic state funded facilities at Western Washington University. These services are shown by room types based upon the Custodial Staffing Guidelines for Educational Facilities published by APPA, The Association of Higher Education Facilities Officers.

ADMINISTRATIVE AREAS—APPA Code AO Cleaning Priority 3 - Lowest Priority

Pubic Service Offices and High Use Offices

Effective September 1, 2009 - Main departmental offices, main administrative offices, and reception areas will have trash removal and vacuuming twice a week. This was previously provided up to 4 times per week on average.

Routine Cleaning Services provide as of September 1, 2009

- Twice a week Empty waste containers
- Weekly Vacuum carpet or sweep floor and straighten furn.
- Weekly Traffic Lane Vacuuming
- Monthly Dust furniture and flat surfaces
- Annually Spot-clean walls, partitions, and doors
- Annually Clean trash containers
- Once every two yrs Perform interim floor care

OTHER OFFICES—MOST STAFF/FACULTY

Effective September 1, 2009 - Office trash removal for typical faculty/staff offices will be eliminated. This service was previously provided twice per week on average.

- Offices occupants will be asked to use centralized trash containers which will be strategically placed throughout campus.
- Food and wet trash should be taken to centralized trash containers.
- Trash Liners will no longer be supplied to individual offices.

Routine Cleaning Services provide as of September 1, 2009

- Weekly Vacuum carpet or sweep floor and straighten furniture.
- Once every two yrs Perform interim floor care