

Building Services Daily Tasks

Day Shift Daily Tasks:

- Trash removal daily in classrooms
- Floors swept/mopped as needed
- Vacuuming
- Restrooms cleaned 2 or 3 times daily on this shift
- All building closets stocked with supplies
- Cobweb removal
- High and low dusting in selected areas, based upon rotation schedule (Fridays only)
- Most detailed cleaning projects are executed campus wide on Fridays
- Pressure washing buildings during semester breaks
- Support events at Spivey Hall after hours
- Commencement set up and detailed cleaning
- Manager/Supervisor conducts building inspections

Night Shift Daily Tasks:

Each building has workers assigned to perform the scheduled routine duties: maintain the appearance of offices, classrooms, hallways, laboratories, lobbies, lounges, elevators, stairways and restrooms by performing the following housekeeping duties:

Sunday	<ul style="list-style-type: none">• Sweep, mop, and buff hallways throughout the campus, based on rotation schedule• Periodic scrubbing and waxing of selected areas
Monday	<ul style="list-style-type: none">• Carpets spot cleaned or steam cleaned in selected areas
Tuesday	<ul style="list-style-type: none">• General sweeping and mopping of class rooms throughout the campus, based on rotation schedule• Selected hallways swept, mopped, and buffed
Wednesday	<ul style="list-style-type: none">• Carpets spot cleaned or steam cleaned in selected areas
Thursday	<ul style="list-style-type: none">• Selected hallways swept, mopped, and buffed• Carpets spot cleaned in selected areas of the campus