



**Facilities Management  
Building & Landscape Maintenance**

Updated August 2021

Facilities Management maintains a strict cleaning regime and standard cleaning frequencies in accordance with CDC guidelines and Green Seal standards for commercial and institutional cleaning services (GS-42).

FM Building Services' principal delivery objective is to provide a healthy, high-performance cleaning system, which includes quality control assurances while using a selection of environmentally responsible cleaning equipment, chemicals and techniques that are sustainable, maximize productivity and clean for health. In order to eliminate as many interruptions as possible, we take largely into consideration the coordination of service delivery and the activities in facilities, with an emphasis on classroom/instructional space readiness.

**Tasks and Frequencies: Academic & Administrative Buildings**

| Responsible Areas   | Frequencies         | Tasks Performed  |
|---|---------------------|--|
| <b>Common/Public Areas:</b> <ul style="list-style-type: none"> <li>Classrooms</li> <li>Lecture Halls</li> <li>Seminar Rooms</li> <li>Teaching Labs</li> <li>Study Rooms</li> <li>Restrooms</li> <li>Clinics</li> <li>Gymnasiums</li> <li>Locker Rooms</li> <li>Elevators</li> <li>Kitchens</li> <li>Entryways</li> <li>Vestibules</li> <li>Lobbies</li> <li>Corridors</li> <li>Stairways</li> </ul> | <b>Daily</b>        | <ul style="list-style-type: none"> <li>Trash/recycling removal</li> <li>Dusting</li> <li>Vacuuming</li> <li>Wet mopping/auto scrubbing</li> <li>Cleaning &amp; disinfecting of restrooms, high-touch areas, and common use surfaces such as podiums, tables, counters and desks</li> <li>Maintaining hand sanitizing stations</li> <li>Supplying disinfectant buckets (wipes) and alcohol wipes in classrooms</li> </ul> |
| <b>Administrative Areas (with key Access):</b> <ul style="list-style-type: none"> <li>Offices</li> <li>Conference Rooms</li> </ul>  | <b>Once Weekly</b>  | <ul style="list-style-type: none"> <li>Recycling removal</li> <li>Dusting</li> <li>Vacuuming</li> <li>Wet mopping</li> <li>Wiping cleared horizontal surfaces</li> <li>Disinfecting door handles/contact points</li> </ul> <p><i>*Shampooing and/or scrubbing and floor refinishing are reimbursable services upon request</i></p>   |
| <b>Restricted Areas ("off" master key access):</b> <ul style="list-style-type: none"> <li>Research Labs, offices, etc.</li> </ul>   | <b>Upon request</b> | Services upon request (may be reimbursable): <ul style="list-style-type: none"> <li>Room cleaning</li> <li>Floor cleaning/carpet shampooing</li> <li>Floor stripping and refinishing</li> </ul>  |
| <b>Projects:</b> <ul style="list-style-type: none"> <li>Common/public areas</li> </ul>  | <b>Annually</b>     | <ul style="list-style-type: none"> <li>Floor cleaning/carpet shampooing</li> <li>Floor stripping and refinishing (during summer or winter break)</li> </ul>  |
| <b>Paying Customers</b>   | <b>Asper MOU</b>    | As agreed upon/ per MOU  |

*Tasks and frequencies are subject to change.*

If you have any questions or would like to discuss options for improvement, please contact the **Facilities Management Building Services Team at (301) 405-3248.**