The University of Texas at Austin
Facilities Services - Custodial Services
Service Levels

TASK	EXTERIOR ENTRANCES	PUBLIC CIRCULATION	RESTROOMS, LOCKER ROOMS	LIBRARIES, LOUNGES	CLASSROOMS, AUDITORIUMS	LABS	CONFERENCE ROOMS	KITCHENS, BREAK RMS.	OFFICES
TRASH/ RECYCLING									
Empty trash cans	daily	daily	up to 4x daily	daily	daily	daily	daily	daily	monthly
Empty paper recycling bins	daily	daily		daily	daily	daily	daily	daily	monthly
Empty official can and plastic bottle recycling bins		when full							
GENERAL CLEANING									
Remove litter and debris	daily	daily	daily	daily	daily	daily	daily	daily	monthly
Straighten furniture		daily	daily	daily	daily	daily	daily	dialy	monthly
Clean entrance mats	daily	daily							
Clean or disinfect doorknobs, lever handles, push plates, push bars, and pull handles	daily	daily	daily	daily	daily	daily	daily	daily	monthly
Disinfect restroom fixtures, mirrors, and partitions			daily						
Replenish restroom supplies			up to 4x daily						
Clean water fountains		daily		daily					
Spot clean door glass and entrance glass	daily	daily		daily	daily	daily	daily	daily	monthly
Clean chalk boards and white boards					daily	on request	daily		
Replenish chalk					daily				
Spot clean wet wipe surfaces	daily	daily	up to 4x daily	weekly	weekly	weekly	weekly	weekly	monthly
Vacuum or damp wipe furniture	weekly	weekly	weekly	weekly	weekly	weekly	weekly	weekly	monthly
Dust all surfaces and vents	weekly	weekly	weekly	weekly	weekly	weekly	weekly	weekly	monthly
Remove graffiti	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed
Exterior window washing	biennially	biennially	biennially	biennially	biennially	biennially	biennially	biennially	biennially
FLOOR CARE									
Vacuum		daily		daily	daily	daily	daily	daily	monthly
Sweep	daily		daily						
Spot mop				daily	daily	daily	daily	daily	
Autoscrub or mop	daily	daily	daily	weekly	weekly	weekly	weekly	weekly	monthly
Scrub			weekly						
Burnish (buff)		weekly		weekly	weekly	weekly	weekly	weekly	monthly
Spot clean carpet		weekly		weekly	weekly	weekly	weekly	weekly	monthly
Extract carpet		annually		annually	annually	annually	annually	annually	biennially
Strip/scrub and refinish		annually		annually	annually	annually	annually	annually	biennially