Newmark Center

The custodian for your building is David Richardson.

He is responsible for Newmark Center and is on campus Monday – Friday 8:00 am – 5:00 pm.

Custodians are responsible for maintaining the cleanliness and sanitation within your building of the following areas:

- Restrooms
- Hallways/entryways/lobbies
- Classrooms/Labs
- Public spaces
- Stairs
- Elevators

Individual offices are not on a regular cleaning schedule. If you need your trash or recycling emptied, you may place your receptacles outside your office door for the building custodian to collect.

If you would like your office vacuumed, you can request this service by leaving a message on the whiteboard located on the custodial closet door in your area.

You can expect the following services completed at a minimum as indicated:

<u>Daily basis</u>

- Trash cans emptied
- Entry mats vacuumed
- Restrooms cleaned and disinfected (toilets, urinals, sinks, baby changing stations, dispensers, partition walls and doors/room walls disinfected; mirrors cleaned; floors wet mopped
- Disinfection of tables and other touchpoints in classrooms-classrooms not used daily may be cleaned the day after use before it is used again
- Disinfection of tables/counters used by students in the hallways and public spaces
- Disinfection of drinking fountains
- Disinfection of touchpoints for the elevators
- Disinfection of handrails for the stairs

<u>Weekly basis</u>

- Classrooms swept and mopped OR vacuumed
- Hallways/lobbies swept and mopped OR vacuumed
- Public space swept and mopped OR vacuumed
- Clean glass on and around entry doors
- Stairs swept
- Elevator tracks vacuumed
- Elevator floor vacuumed

As needed

- Office receptacles and vacuuming
- Department and hallway recycling bins will be emptied as needed. Please contact the facilities office or submit a workorder to arrange this service
- Paper towel, soap, toilet paper, seat covers, and sanitary product dispensers replenished and operational
- Exterior windows
- Vents

Since cleaning may occur during open college hours, you can expect the following care taken by the custodian:

- Wet floor signs out when mopping
- Vacuuming when it's not intrusive for classes or students studying in the immediate vicinity
- Knocking and announcing themselves prior to entering restrooms
- Signs at the restroom door indicating it is closed for cleaning

When Mr. Richardson is out for more than one consecutive workday, we will have someone else to cover, performing only the daily duties. The coverage will occur during the hours of the substitute worker.

The following rooms are part of our cleaning schedule and how they are identified.

Public Spaces	**Offices**	**Classroom**
129 (Lobby area)	121	201
139	122	207
136-137	123	
204-206	124	
224	125	
229	130	
	131	
	132	
	134	
	135	
	138	
	225	
	226	
	231	
	232	
	236	
	237	
	238	
	239	

	214A-C*	
	215A-J*	

Trash in Offices 214 and 215 will be collected twice a week, typically on Tuesdays and Thursdays. These are the only custodial services provided in this area. *