

Custodial Services

Custodial Services embraces a sense of responsibility to maintain a clean and healthy campus in a manner that is friendly to humans and the environment. In keeping with our vision to maintain the campus effectively, Custodial Services affirms its commitment to environmental stewardship and sustainability. "Green" cleaning comprises an entire program affecting: our choice of cleaning solutions, practices, and equipment, our personnel training goals, and a commitment to practice environmentally conscious cleaning and sanitation procedures. A full list of chemicals used is available upon request by contacting University Operations ([706\) 507-8203](tel:7065078203).

Additional Services

All facility services may be requested outside or in addition to their regularly scheduled times or frequency for a charge. Advanced notice is encouraged so building occupants and Custodial Services personnel can make the necessary preparations for the project. Submit an eQuest to request any of the premium services listed below.

- **Special Cleaning Projects:** Special assignments to clean kitchen appliances, clean furniture, do extensive clean-ups of spaces we normally do not clean, provide extra services during an event, etc.
- **Carpet, Upholstery, Partition, and Fabric Wall Cleaning:** for more frequent cleaning than routinely scheduled.
- **Window Cleaning**

Routine Services

Custodial Services is responsible for cleaning the interiors of campus buildings including classrooms, lecture halls, theaters, laboratories, clinical areas, libraries, offices, halls, stairs, elevators and other public areas as well as cleaning and re-supplying building restrooms on a regularly scheduled basis. Most routine cleaning is scheduled once per day.

Routine services provided on a daily as needed basis include:

- Trash removal, sweeping, spot mopping, spot vacuuming, cleaning and replenishing chalk or markers in classrooms and auditoriums, sweeping and complete vacuuming (twice a week), cleaning as needed, sanitizing, repairing dispensers and replenishing supplies, decluttering cabinet tops, window sills, banisters, etc.
- Chalkboards and whiteboards
- Stairwells
- Door glass, doors, walls, tabletops, and podiums
- Restrooms
- Dusting
- Building entry doors
- Recyclables Collection: Custodians collect recyclables from color-coded bagits (white, white paper; green, mixed paper; blue, newsprint) and public-area containers on a daily basis. Up to 6 pieces of flattened cardboard will be collected from each workstation. The recycling-collection crew will deliver additional bagits, collect up to 10 boxes of recyclables, including paper, journals, soft-bound books, and large quantities of flattened cardboard 15+ pieces.

Additional services provided periodically:

Classroom furniture and audio-visual stands

Twice weekly

Floors

Buffing, stripping, and refinishing, as needed

Carpets

Removing spots and gum, bonnet buffing, and text-sm-scale extraction, as needed. Carpets are extracted every 2 1/2 years. The deep-cleaning process used is water extraction. If a spill occurs, place a dampened paper towel with cold water on it submit an eQuest for deep-cleaning requests.

Windows

Windows (outsides only are cleaned every 2 years for most academic buildings on campus). Building Coordinators are notified 5-10 days prior to the arrival of the window washers. Building Coordinators are responsible for notifying the building occupants. The window washers announce their presence at each office before beginning the window cleaning. Classrooms are cleaned between scheduled classes to minimize disruption.

University Operations will make every effort to provide window washing and carpet cleaning services at times most beneficial and convenient to departments. Periodic services in classrooms and lecture halls are generally scheduled during class breaks.

Weekend Cleaning Guidelines

University Operations has the responsibility of providing cleaning on the weekends for Columbus State University events. Columbus State University does not staff regular cleaning crew on weekends. Since this service is often beyond the 40-hour work week and is part of maintaining our facilities, we have to recoup this expense by charging a weekend event cleaning fee.

Charges are based on the following guidelines:

- The university has to uphold a certain standard so this policy was developed with the support of the president's cabinet in an effort to present a professional and uniform "face" of the university.
- Cleaning charges will be applied for all CSU departmental and registered student group events as well as any third party usage. Events requiring a weekend cleaning fee include but are not limited to fundraisers, pageants, concerts, parties, other celebrations and special events.
- Student groups who are not registered with Student Life will be charged for weekend cleaning. Contact Student Life directly to confirm your status as a registered student group.

Cleaning charges are typically applied to the eQuest when we receive the request and assign the request for completion. This allows for review of charges before an event takes place. The amount of time for review of charges is based strictly on how soon the request is submitted to our office before the event.

Please submit weekend cleaning needs at least 14 days prior to your event date through our eQuest system.

Please refer to our [Pricing and Resources page](#) for a complete list of cleaning charges.

Goals and Strategies

"Green" cleaning goals are to minimize the interior's impact on the local environment and to emphasize and practice environmentally safe, low-impact cleaning chemicals and practices. Custodial Services continually aims to improve its environmental performance.

If you need assistance with any of the services listed above, please submit an eQuest to University Operations using the "Custodial / Inside Trash" selection or contact University Operations directly at [\(706\) 507-8203](tel:7065078203).

Custodial Services are available during three shifts, Monday–Friday:

7:30 a.m. – 2:30 p.m.

4:30 p.m. – 1:30 a.m.

10:00 p.m. – 6:30 a.m.