

825-20 of
Draft of
changes

YATES ADMINISTRATION BUILDING CUSTODIAL CHECKLIST—First Floor

Business Hours: 7am-4pm
Mon-Fri

WEEK OF:

Schedule cleaning between 5:00pm and 5:00am to
avoid interfering with work day activities

Building Contact: Dan Regan cell 920-1953, Mandy Knight home 578-1018

Initial each task

WEEK DAY TASKS (Monday - Friday):

- 1 Reception - remove fingerprints/smudges from entry & reception door glass; check that coffee pot warmer button is in off position [do not unplug]
- 2 Vacuum reception area and hallways
- 3 Sweep and damp mop entry and staircase
- 4 Wipe staircase handrails with disinfectant wipes
- 5 Arrange furniture to original positions in meeting rooms
- 6 Empty wastebaskets, sanitize & replace liners in offices & common areas
- 7 Cubicles - remove fingerprints/smudges on glass cubicle doors
- 8 Restrooms: Sweep/damp mop floors, clean & sanitize all bath fixtures and sinks, clean mirrors, wipe walls/dividers
- 9 Restock soap and paper dispensers
- 10 Clean interior and exterior of microwave
- 11 Spot clean carpets, as needed
- 12 Nurse's Office—Mop floor, wipe countertops and hearing booth

WEEKLY TASKS:

- 1 Refrigerator - wipe down exterior & remove expired items from interior
- 2 Dust tops of counters, file cabinets, desks and shelving (do not disturb personal items)
- 3 Vacuum carpets in all offices and meeting rooms
- 4 Spot clean doors, walls and light switches

MONTHLY TASKS:

- 1 Clean and sanitize telephones with disinfectant wipes
- 2 Wipe down chair legs
- 3 Dust ledges and windowsills

QUARTERLY TASKS (Sep, Dec, Mar, Jun):

- 1 ~~Clean bathroom vents~~ **SD 574**
- 2 Dust door frames, pictures and picture frames
- 3 Refrigerator—remove expired items and clean interior
- 4 Dust all fire extinguishers
- 5 Dust vending machines
- 6 Damp mop floor mats under office desks

Monday Tuesday Wednesday Thursday Friday

Weekly:

Monthly:

Quarterly:

**YATES ADMINISTRATION BUILDING
CUSTODIAL CHECKLIST—First Floor**

**Business Hours: 7am-4pm
Mon-Fri**

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7 ~~Remove bugs in light fixtures (on hotel)~~

Cancel

YATES ADMINISTRATION BUILDING
CUSTODIAL CHECKLIST—Second Floor

Business Hours: 7am-4pm
Mon-Fri

WEEK OF:

Schedule cleaning between 5:00pm and 5:00am to
avoid interfering with work day activities

Building Contact: Dan Regan cell 920-1953, Mandy Knight home 578-10 Initial each task

WEEK DAY TASKS (Monday - Friday):

- 1 Vacuum hallways & 2nd floor copy room carpets
- 2 Arrange furniture to original positions in meeting rooms
- 3 Empty wastebaskets, sanitize & replace liners in offices & common
- 4 Cubicles—remove fingerprints/smudges on glass cubicle doors
- 5 Restrooms: Sweep/damp mop floors, clean & sanitize all bath fixtures and sinks, clean mirrors, wipe walls/dividers
- 6 Restock soap and paper dispensers
- 7 2nd Floor Break Room/Kitchen: Sweep/damp mop floor, wipe/sanitize sink, counters & table, empty trash, check that coffee pot warmer button is in off position [do not unplug] , clean int/ext of microwave; Load and start dishwasher, *as needed (1 C apple cider vinegar, 1 TBSP detergent)*
- 8 Copy Room—empty shredder, garbage, wipe down counters, vacuum as needed
- 9 Spot clean carpets, *as needed*

WEEKLY TASKS:

- 1 Refrigerator—wipe down exterior
- 2 Dust tops of counters, file cabinets, desks and shelving (do not disturb personal items)
- 3 Vacuum carpets in all offices and meeting rooms
- 4 Spot clean doors, walls and light switches

MONTHLY TASKS:

- 1 Clean and sanitize telephones with disinfectant wipes
- 2 Wipe down chair legs
- 3 Dust ledges and windowsills

QUARTERLY TASKS (Sep, Dec, Mar, Jun):

- 1 Clean bathroom vents
- 2 Dust door frames, pictures and picture frames
- 3 Refrigerator—remove expired items and clean interior
- 4 Dust all fire extinguishers
- 5 Damp mop floor mats under office chairs/desks

Monday	Tuesday	Wednesday	Thursday	Friday

Weekly:

Monthly:

Friday

Quarterly:

YATES ADMINISTRATION BUILDING
CUSTODIAL CHECKLIST—Second Floor

Business Hours: 7am-4pm
Mon-Fri

6 ~~Remove bugs in light fixtures (on hold)~~

Cancel

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YATES ADMINISTRATION BUILDING
CUSTODIAL CHECKLIST—Lower Level Locker Rooms

Business Hours: 7am-4pm
Mon-Fri

WEEK OF:

*Schedule cleaning between 5:00pm and 5:00am to
avoid interfering with work day activities*

Building Contact: Dan Regan cell 920-1953

DAILY TASKS: (Monday - Friday, including holidays)

- 1 Sweep/damp mop stairwell and floors
- 2 Empty wastebaskets, sanitize & replace liners
- 3 Remove entire building trash to outside dumpster
- 4 Organize janitorial closet
- 5 Secure exterior doors and door leading to shower stairwell from 1st floor
- 6 Restrooms: Sweep/damp mop floors, clean & sanitize all bath fixtures and sinks, clean mirrors, wipe walls/dividers/dispenser, **or as needed**

WEEKLY TASKS:

- 1 Clean & sanitize showers
- 2 Restock soap and paper dispensers
- 3 Remove hair/residue from shower drains
- 4 Clean and disinfect benches
- 5 Spot clean lockers, walls, & doors

MONTHLY TASKS (last Friday of each month):

- 1 Dust heaters
- 2 Dust tops of lockers; **clean interior of lockers as requested by SDSTA**
- 3 Clean overhead pipes, fans and window
- 4 Clean Boot Wash (Admin Bldg Yates Dry...CO#1)

DAILY CLOSING TASKS

- 1 Keep janitorial closet clean, organized and stocked; note supplies to be replenished
- 2 Report any damage or unusual circumstances on 5-point safety card or call supervisor in an emergency
- 3 Complete checklist daily and place in supervisor's mailbox for review (daily, wkly, monthly, and quarterly tasks)
- 4 Turn off lights, except those designated to remain on
- 5 Secure exterior doors

Initial each task

Monday	Tuesday	Wednesday	Thursday	Friday

Weekly:

Quarterly:

Friday

Monday	Tuesday	Wednesday	Thursday	Friday

EDUCATION AND OUTREACH BUILDING CUSTODIAL CHECKLIST—Main Floor

Business Hours: 7am-4pm
Mon-Fri

WEEK OF:

Schedule cleaning between 5:00pm and 5:00am to avoid
interfering with work day activities

Building Contact: Dan Regan cell 920-1953, Mandy home 578-
1018

Initial each task

DAILY TASKS	Sat	Sun	Mon	Tue	Wed	Thu	Fri
1 Remove fingerprints/smudges from 3 sets of double doors (interior and exterior), sanitize door handles using wipes daily							
2 Vacuum flies, meeting rooms, and offices (if doors are not closed)							
3 Vacuum Servall rugs in bathrooms and kitchen							
4 Wipe down tables, sanitize as needed, in meeting rooms (chairs if needed)							
5 Empty wastebaskets, sanitize & replace liners in offices & common areas							
6 Wipe down kitchen cupboards, clean & sanitize sinks & countertops, mop floor							
7 Spot clean doors, walls & light switches							
8 RESTROOMS: Sweep/damp mop floors, clean & sanitize all bath fixtures & sinks, clean mirrors, wipe walls/dividers, restock soap & paper dispensers, as needed							
9 Vacuum flies, dust ledges & windowsills (daily when necessary)							
10 Place gathered trash in outside dumpster							

NON-DAILY TASKS

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
1 Remove bugs in light fixtures - quarterly (this duty is on hold) <i>Cancel</i>							
2 Clean interior and exterior of microwave as needed							
3 Spot clean carpets and/or upholstery as needed							
4 Wipe down exterior of refrigerator weekly (interior semi-annually)							
5 Sweep & damp mop entry as needed, at least once per month							
6 Re-stock supplies as needed							
7 Re-arrange meeting room tables and chairs, as requested							
8 Clean Boot Wash in E&O Bldg (end of each month... CO#1)							

NOTE: A calendar of events will be provided which lists meetings requiring custodial duties on Saturday and/or Sunday.

Week day meetings may extend into evening hours also, as late as 7 p.m., which may require adjusting the cleaning schedule to accomm

WEEK OF: _____

Please date & initial each task as completed.

Service Contract Contact: Dan Regan Cell 920-1953

Please place completed checklists & 5-point safety cards for prior week in the designated drop box, by Monday morning

Custodial Checklist Hourly Work REV 3/16/2017		DATE =							
ROSS DRY BUILDING		TOTAL HOURS =							
Building Contact: George Vandine Cell 644-5243 <i>Michael Johnson 605-580-5877</i>									
ROSS DRY DAILY TASKS			<i>(7 days per week, including holidays)</i>						
Science M&W Restrooms (rear of bldg): Sweep/damp mop floors, clean & sanitize all bath fixtures & sinks, clean mirrors, wipe walls-dividers-dispensers; empty wastebaskets, sanitize & replace liners			Sat	Sun	Mon	Tue	Wed	Thu	Fri
Men's Dry Restroom (front of bldg): Sweep concrete floors before hosing down, sanitize 2 gang showers at least 2X/week or as needed, in addition to hosing down; clean & sanitize all bath fixtures & sinks, clean mirrors, wipe walls-dividers-dispensers; empty wastebaskets, sanitize & replace liners									
Restock soap & paper dispensers <i>as needed</i>			Sat	Sun	Mon	Tue	Wed	Thu	Fri
ROSS DRY WEEKLY TASKS									
Clean and disinfect benches									
Spot clean lockers, walls, light switches & doors									
MAIN AREAS OF ROSS DRY BUILDING (Monday - Friday)			Sat	Sun	Mon	Tue	Wed	Thu	Fri
Clean tables & organize chairs in main conference area <i>daily</i>									
Sweep all floors - <i>as needed, at least weekly wet clean</i>									
Scrub all floors - <i>as needed, at least monthly</i>									
Empty wastebaskets, sanitize & replace liners <i>daily</i>									
Main conference area - <i>scrub as needed</i>									
Place gathered trash in outside dumpster <i>daily</i>									
Organize janitorial closet & restock supplies <i>as needed</i>									
ERT Meeting Room - sweep and empty trash <i>as needed</i>									

** FINAL area included now*
~~ERT room~~

YATES RAMP DRY		TOTAL HOURS =												
Building Contact: Jack Stratton Cell-639-5581 <i>Pat UburaiaK 605-490-1969</i>														
DAILY TASKS <i>(7 days per week, including holidays)</i>														
Sweep & damp mop stairwell & floors														
Empty wastebaskets, sanitize & replace liners														
Place gathered trash in outside dumpster														
Organize/stock janitorial closet <i>as needed</i>														
Check & refill dispensers as needed														
Secure exterior doors & door leading to shower stairwell from 1st Floor														
Men's Dry Sweep concrete floors before hosing down, sanitize showers at least 2X/week or as needed, in addition to hosing down; clean & sanitize all bath fixtures & sinks, clean mirrors, wipe walls-dividers-dispensers; empty wastebaskets, sanitize & replace liners														
Restock soap & paper dispensers <i>as needed</i>														
WEEKLY TASKS														
Clean and disinfect benches														
Spot clean lockers, walls, light switches & doors														
Remove hair/residue from shower drains														
MONTHLY TASKS <i>(Last Friday of each month)</i>														
Dust heaters														
Dust tops of lockers														
Dust pipes directly below ceiling														

SURFACE LABORATORY SATELLITE		TOTAL HOURS =												
Building Contact: Jaret Heise Cell 641-5718														
Check weekly and clean on as needed basis.														
Sweep and mop floor as needed														

Cancelled

WAREHOUSE		TOTAL HOURS =						
Building Contact: Dan Regan Cell 920-1953		Monday and Thursday	Sat	Sun	Mon	Tue	Wed	Thu
Clean & sanitize sink & toilet in small restroom								
Sweep floor in restroom area wet mop at least 1 x a week								
Check & refill dispensers as needed								

YATES HOIST ROOM DRYS		TOTAL HOURS =						
Building Contact: Gary Larson Cell 490-0131		Tuesday and Friday	Sat	Sun	Mon	Tue	Wed	Thu
Men's Dry: Clean & sanitize showers, toilets & sinks, empty trash cans, change liners & clean, refill dispensers, sweep & mop floor								
Unisex Dry: Clean & sanitize showers, toilets & sinks, empty trash cans, change liners & clean, refill dispensers, sweep & mop floor								
Check & refill dispensers as needed								

DAILY CLOSING TASKS		TOTAL HOURS =						
Report any damage or unusual circumstances noted on 5-point safety card or call supervisor in an emergency situation			Sat	Sun	Mon	Tue	Wed	Thu
Turn off lights, except those that were on when you entered								
Secure exterior doors								
Notify Lab contact of any supplies that need to be replenished as needed								
Complete checklist daily ; turn in to Dan for review as noted weekly								

N:\OPERATIONS\Work Planning dregan\Projects\All Projects\Building and Grounds dregan\Custodial Services\Contract bid 2017-

gone now?