**UNIVERSITY OF MINNESOTA DULUTH**
**FACILITIES MANAGEMENT CUSTODIAL SERVICE LEVELS**

### SUPPORTED SPACE

- **OFFICES**: Administrative, Director, Dean Office & Reception, Conference Rooms, Copy Room & Work Room
- **DEPARTMENTAL CLASSROOMS, LIBRARIES & LOUNGES**: Departmental Classrooms, Libraries & Lounges
- **ART & GENERAL PURPOSE CLASSROOMS**: Art & General Purpose Classrooms
- **RESEARCH AND TEACHING LABS**: Research and Teaching Labs
- **SPORT & RECREATION FACILITIES**: Sport & Recreation Facilities
- **STAIRS**: Stairs
- **CORRIDORS**: Corridors
- **ENTRANCES**: Entrances
- **ELEVATORS**: Elevators
- **RESTROOMS & LOCKER ROOMS**: Restrooms & Locker Rooms
- **BREAK ROOM**: Break Room

### FLOOR CARE

<table>
<thead>
<tr>
<th>Service</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>auto scrub</td>
<td>daily</td>
</tr>
<tr>
<td>spot sweep or dust mop</td>
<td>daily</td>
</tr>
<tr>
<td>spot carpet spills</td>
<td>daily</td>
</tr>
<tr>
<td>spot vacuum</td>
<td>daily</td>
</tr>
<tr>
<td>detail clean (vacuum/mop)</td>
<td>weekly</td>
</tr>
<tr>
<td>re-finish floors</td>
<td>annually</td>
</tr>
<tr>
<td>carpet extraction</td>
<td>annually</td>
</tr>
<tr>
<td>power wash walls/floors</td>
<td>semi-annually*</td>
</tr>
</tbody>
</table>

### TRASH/RECYCLING

- **empty & spot clean centralized trash containers**: daily (central only)
- **detail clean containers**: monthly

### MISC

- **clean boards**: daily
- **replenish supplies (paper towels, soap, toilet paper)**: 2 x week
- **empty pencil sharpeners**: 2 x week
- **clean mirrors/partitions**: daily
- **clean drinking fountains**: daily
- **clean/disinfect all fixtures**: daily
- **damp wipe doors**: weekly
- **damp wipe switches and handles**: weekly
- **dust all accessible surfaces**: weekly
- **dust vents**: weekly
- **spot clean desks/tables**: daily
- **spot clean glass**: weekly
- **spot clean walls/doors**: weekly
- **straighten furniture**: weekly
- **replace light bulbs**: as needed
- **upholstery cleaning**: annually
- **snow removal (20 ft. out from entrances)**: annually

All of the above services are supported Monday - Friday within normal O&M costs. Weekend support services on a fee basis (all costs directly billed) can be arranged with FM on an overtime basis. Note: Service deliver may be delayed in case of emergencies such as flood or snow removal.

**COVID-19 NOTICE**: Due to increased focus on cleaning and disinfecting common touch point areas, services may be reduced. Office and research lab spaces cleaning will be the responsibility of the occupant. Special cleaning will be made available by request. This is to ensure safe interactions in personal space.

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June 2020