

**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.

**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	ART & GENERAL PURPOSE CLASSROOMS	RESEARCH AND TEACHING LABS	SPORT & RECREATION FACILITES	STAIRS	CORRIDORS	ENTRANCES	ELEVATORS	RESTROOMS & LOCKER ROOMS	BREAK ROOM
<b>FLOOR CARE</b>														
auto scrub								daily (lrg. areas)		3 x week				
spot sweep or dust mop			daily		daily	daily	daily	daily	daily	daily	daily	daily	daily	daily
spot carpet spills	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed
spot vacuum			daily		daily	daily	daily	daily	daily	daily	daily	daily	daily	weekly
detail clean (vacuum/mop)	weekly	2 x week	3 x week	2 x week	3 x week	3 x week	3 x week	3 x week	3 x week	3 x week	3 x week	daily	daily	daily
re-finish floors	annually	annually	annually	annually	annually	annually	annually	annually	annually	annually	annually	annually	annually	annually
carpet extraction	annually	annually	annually	annually	annually	annually	annually	annually	annually	annually	annually	annually	annually	annually
power wash walls/floors								semi-annually	annually	annually	annually	annually	semi-annually*	
<b>TRASH/RECYCLING</b>														
empty & spot clean centralized trash containers		daily (central only)	daily	daily (central only)	daily	daily	daily	daily		daily	daily		daily	daily
detail clean containers			monthly	monthly	monthly	monthly	monthly	monthly		monthly	monthly		monthly	monthly
<b>GENERAL</b>														
clean boards			daily		daily	daily	daily							
replenish supplies (paper towels, soap, toilet paper)				2 x week			daily						daily	daily
empty pencil sharpeners					2 x week	2 x week								
clean drinking fountains					daily					daily			daily	daily
clean mirrors/partitions							daily	2 x week					daily	
clean/disinfect all fixtures													daily	daily
damp wipe doors	weekly	2 x week	daily	2 x week	daily	daily	daily	daily	daily	daily	daily	daily	daily	daily
damp wipe switches and handles	weekly	2 x week	daily	2 x week	daily	daily	daily	daily	daily	daily	daily	daily	daily	daily
dust all accessible surfaces	weekly	2 x week	weekly	2 x week	weekly	weekly	weekly	2 x week	weekly	weekly	weekly	weekly	weekly	weekly
dust vents	weekly	weekly	weekly	weekly	weekly	weekly	weekly	2 x week	weekly	weekly	weekly	weekly	weekly	weekly
spot clean desks/tables			daily	2 x week	daily	daily	daily <sup>#</sup>							
spot clean glass	weekly	2 x week	weekly	2 x week	weekly	weekly	weekly	daily	weekly	daily	daily	daily	daily	weekly
spot clean walls/doors	weekly	2 x week	weekly	2 x week	weekly	weekly	weekly	2 x week	weekly	weekly	weekly	weekly	weekly	weekly
straighten furniture			weekly		daily	daily	daily	daily		daily				daily
replace light bulbs	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed
upholstery cleaning	annually	annually	annually	annually	annually	annually	annually	annually		annually				annually
snow removal (20 ft. out from entrances)									as needed	as needed	as needed			

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.