Environmental Services
Custodial, Recycling, Solid Waste and Integrated Pest Management (IPM)

This division cleans and sanitizes all general fund facilities and several auxiliary/self-funded facilities, provides recycling services, solid waste removal and integrated pest management. Service descriptions and frequencies are described below:

ENVIRONMENTAL SERVICES: 492-0648
Custodial Supervisor for Norlin Library is Chanhome Keovilay, she can be reached at 492-4294 4;30am -1pm Monday –Friday.

Color coded floor plans that show scheduled cleaning activities are available through your building proctor or by calling the Environmental Services main office at (303) 492-0648.

“What We Do and When We Do It”:

Offices, Receptionist Offices, Receptionist/Waiting Areas, Interview/Testing Rooms, Mail Rooms, Media Projection and File Rooms are serviced once per week.

Weekly:
Trash containers are emptied.
Floors are spot swept, vacuumed or mopped.
Furniture is arranged in an orderly manner.
A quick Light dusting of “cleared” horizontal surfaces
Doors locked and lights turned off upon exiting (note: doors will only be shut and locked if they were found this way).
Deskside recycling containers are emptied once per week by student recycling staff.

(Note: if student recyclers are unavailable, the container will not be collected. This usually only occurs during semester breaks and finals. The room occupant will be responsible for taking their own recyclables to a central recycling site.)

Once every THREE years
Floors are refinished or shampooed or as per our set schedule

(Note: Departments are responsible for the purchase and stocking of paper towels for lounge/break room/kitchen and conference room use. You can order these directly through our Stores at x26502 or call our main office with a speed type number and we can order them for you.)

Public Lounges Rooms, Departmental Lounges/Break Rooms/Kitchens are serviced DAILY

Daily:
Trash containers are emptied.
Floors are spot swept, vacuumed or mopped.
Furniture is arranged in an orderly manner.
(Kitchen sinks are not serviced by our staff)

Once every two years:
Floors are refinished or shampooed per our set schedule
Note: UMC Food Services is responsible for busing tables and cleaning and wiping down of tables and chairs in these public lounge areas: Business – “Pepsi Lounge”; Law – “Board Room”; Engineering – “Real McCoy”; Duane – “F section” 2B level; Norlin S1B section; ARCE “East End Café.”

Public Area Restrooms and Locker Rooms – serviced once daily Monday through Friday

Daily:
- Trash emptied, liners replaced if stained or torn
- Horizontal surfaces dusted and/or wiped clean
- Fixtures (toilets, urinals, sinks, and showers) disinfected on all surfaces - pipes, adjacent walls, and bases of fixtures included
- Mirrors cleaned
- Walls and stall enclosures cleaned for stains and, if possible, graffiti removed once a week
- Paper towels, toilet paper, and soap restocked
- Floors mopped with a germicidal disinfectant solution

Monthly:
- Floor drains treated with diluted germicidal detergent

Semi-Annually:
- Floors refinished as per our set schedule
- Air vents dusted

Other Public Areas (Main Corridors, Lobbies, Entryways and Elevators) – serviced four days per week Monday, Tuesday, Thursday and Fridays.

Daily:
- Trash emptied, liners replaced when stained or torn
- Floors spot swept or spot vacuumed
- Drinking fountain cleaned with germicidal detergent

Weekly:
- Entryway door glass cleaned
- Floors swept and mopped or vacuumed
- Elevator controls wiped clean
- Elevator door tracks vacuumed

Annually:
- Tile floor maintenance (stripped and waxed, spray-buffed) as scheduled
- Carpeted floors shampooed as per our set schedule

Copy Rooms and Stairwells – serviced three times per week M, W, F

Three times per week:
- Floors spot swept, spot mopped or vacuumed
- Trash emptied

Semi-Annually (upon special request):
- High dusting and cobwebs removed

Stairwells Annually: - stripped and waxed or shampooed
Copy Rooms Once every Three Years - stripped and waxed or shampooed
**Loading Docks, Shipping/Receiving Areas** - *serviced once per week*

**Weekly:**
Floors swept and mopped or vacuumed

**Annually:**
- Tile floor maintenance (stripped and waxed, spray-buffed) as per our set schedule
- Carpeted floors shampooed as per our set schedule

**Classrooms and Auditoriums** - *serviced once daily Monday through Friday*

**Daily:**
- Litter picked up, trash removed, liners replaced if stained or torn
- Floors spot swept or spot vacuumed – walkways only
- Blackboard trays damp-wiped clean of chalk dust
- Chalk restocked, erasers vacuumed and/or wiped with damp cloth
- Floors spot mopped – walkways only

**Weekly:**
- Floors swept or vacuumed
- Horizontal surfaces are quickly dusted

**Bi-Weekly:**
- Wash blackboards (Note: We do not provide daily blackboard cleaning services)
- We do NOT clean white boards on campus

**Once per semester:**
- Detail cleaning of walls adjacent to light switches, trashcans and blackboards

**Annually:**
- Strip/wax/burnish tiled floors, shampoo carpeted floors as per our set schedule

**Projection and Media rooms** – *serviced once per week*

- Floors swept or vacuumed
- Dusting is NOT provided

**Conference Rooms** - *serviced DAILY*

**Daily:**
- Litter picked up, trash removed, liners replaced if stained or torn
- Floors spot swept or spot vacuumed – walkways only
- Blackboard trays damp-wiped clean of chalk dust
- Chalk restocked, erasers vacuumed and/or wiped with damp cloth
- Floors spot mopped – walkways only

**Weekly:**
- Floors thoroughly swept or vacuumed
- Floors thoroughly mopped
- Horizontal surfaces dusted

**Bi-Weekly:**
- Wash blackboards (Note: We do not provide daily blackboard cleaning services)
- We do NOT clean white boards on campus

**Once per semester:**
Detail cleaning of walls adjacent to light switches, trashcans and blackboards

**Once every two years:**
Strip/wax/burnish tiled floors, shampoo carpeted floors as per our set schedule

**Student Practice Rooms, Study Rooms and Library Stacks** – *are serviced twice per week.*

**Routine Cleaning Day:**
- Trash cans emptied
- Floors spot swept and spot mopped or spot vacuumed – walkways only

**Detail Cleaning Day:**
- Floors spot swept and mopped or spot vacuumed
- Litter picked up, trash removed, liner replaced if stained or torn
- Quick Horizontal surfaces dusted
- Dusting of books and bookshelves is **NOT** provided

**Annually:**
- Floors refinished as per our set schedule

**Laboratories** *are serviced twice per week.*

**Routine Cleaning Day:**
- Trash cans emptied
- Floors spot swept or spot vacuumed - walkways only

**Detail Cleaning Day:**
- Floors swept and mopped or vacuumed
- Litter picked up, trash removed, liner replaced if stained or torn

- Dusting is **NOT** provided

(Note: Labs are responsible for the purchase and stocking of paper towels for lab use)

**Once every two years:**
- Floors refinished as scheduled as per our set schedule

**Exterior and Interior Window Cleaning Is NOT Provided**
The Facilities Management custodial division is not funded for window cleaning. This includes interior glass doors and windows.

**Special Note for Inclement Weather days:** Custodians are responsible for hand snow shoveling on campus. This additional duty takes them away from their interior duties. During inclement weather our staff performs the following duties in the following order: Snow shoveling, restroom cleaning, classroom cleaning, public area cleaning, and if time allows then they start on laboratories and finally offices. This may mean that these latter space types are skipped for the week.
SOLID WASTE OPERATIONS: 492-5321

Provides collection services for non-hazardous waste generated by the campus. Purchases, places, maintains and replaces exterior dumpsites, facility trash receptacles and recycling containers.

RECYCLING: 492-5321

Note please link this to the CU Recycling Homepage: http://www.Colorado.EDU/cure

Provides collection and secondary sorting of all campus recyclables in partnership with the student government (UCSU) and the Department of Housing.

Most central recycling stations are serviced once per week. Please check out our link to the CU recycling web site for more information on recycling here on campus.

Deskside Recycling containers emptied once per week by student recycling staff:
(Note: if student recyclers are unavailable, the container will not be collected. This usually only occurs during semester breaks and finals. The room occupant will be responsible for taking their own recyclables to a central recycling site.)

INTEGRATED PEST MANAGEMENT: 735-0406

Provides alternative pest management options for removal of pests on campus. To reduce or eliminate the need for use of pesticides on campus.