

**BUILDING SERVICES DEPARTMENT  
ACADEMIC AREAS CURRENT TASK AND FREQUENCIES (ACADEMIC YEAR)**

**BUILDING SERVICES TASKS**

	Dust/ Mop Floors	Vacuum Carpeti ng	Remove Trash/R ecycling	Clean Desks/ Chalk/ Whiteb oards/F urniture	Clean Telepho ne	Clean Sinks/C ounters	Repleni sh Supplies	Spot Clean Doors, Walls, Carpeti ng	Clean Windo ws Ledges	Vacuum Fabric Furnitur e	High Dust/Da mp Wipe Wall/Ve nts/Wal l Hangings	Extract Carpeti ng	Strip & Refinish Floors	Scrub Floors
CHAPEL	52	52	52	-	-	-	-	260	52	12	52	2	1	2
CLASSROOMS/SEMINAR ROOMS/AUDITORIUMS	260	260	260	260	-	-	-	-	52	12	52	2	1	2
COMPUTER CLUSTERS	260	260	260	260	260	-	-	-	52	12	52	2	1	2
CONFERENCE ROOMS	52	52	260	52	52	-	-	260	52	12	52	2	-	-
ELEVATOR	260	260	-	-	-	-	-	-	-	-	52	2-4	1	4
ENTRANCES/LOBBIES	260	260	260	260	-	-	-	-	52	12	52	2	1	4
HALLWAYS	260	260	260	260	-	-	-	-	52	-	52	2-4	1	2
LABS	260	260	260	260	260	260	260	-	52	12	52	-	1	2
LOUNGES	260	260	260	260	260	260	260	-	52	12	52	2	1	2
OFFICES/SUITES	52	52	52	52	52	52	-	52	52	12	52	2	-	-
RESTROOMS	260	260	260	-	-	260	260	-	-	-	52	-	-	2
STAIRWAY	104	104	260	-	-	-	-	260	52	-	52	-	-	-
FILE/WORK/COPY ROOM/STUDENT AREAS	260	260	260	260	260	260	-	-	52	12	52	2	1	2

The Building Services Department defers the responsibility for the following:

- Electronic equipment to include computers, monitors, keyboards, printers, photocopiers, fax machines, and other miscellaneous equipment.
- Refrigerators, microwaves
- Personal students items
- Dishes, coffee pots, water coolers.
- Watering and maintenance of plants

Special services provided:

- Pest Control
- Solid Waste Removal
  - o Recycling
  - o Trash

Department Telephone – 631-5615  
Emergencies after hours – 631-5555

Hours of Service:

- Sunday-Saturday (6 a.m.-2:30 p.m.)
- Sunday-Saturday (2 p.m.-10:30 p.m.)
- Sunday-Saturday (10 p.m.-6:30 a.m.)

Key: 365=Daily; 52=Weekly; 1=Yearly; 2=2 Times per Year...104=2 Times per Week...AR=As Required