

BUILDING SERVICES

RESIDENCE HALLS - CURRENT TASK AND FREQUENCIES - ACADEMIC YEAR

	Dust/ Mop Floors	Vacuum Carpeting	Remove Trash/R ecycling	Clean Furniture	Clean Telephone	Clean Sinks/C ounters	Replenish Supplies	Spot Clean Doors, Walls, Carpeting	Clean Windows Ledges	Police Clean Area	High Dust/D amp Wipe Wall	Extract Carpeting	Strip & Refinish Floors	Scrub Floors
APARTMENTS (RECTORS AND AR'S ONLY)	52	52	52	12	52	52	52	260	52	-	52	1	1	2
CHAPEL	52	52	52	12	-	52	-	260	52	260	52	2	1	2
ELEVATOR	260	260	-	-	52	-	-	260	52	260	52	2	1	4
ENTRANCES	260	260	260	12	-	-	-	260	52	260	52	4	1	4
HALLWAYS	260	260	260	-	-	-	-	260	52	260	52	4	1	1
KITCHENS	260	260	260	12	-	260	260	-	52	-	52	4	1	2
LAUNDRY ROOMS	260	260	260	12	-	260	260	-	52	-	52	-	1	2
LOBBIES	260	260	260	12	-	-	-	-	52	-	52	4	1	2
RESTROOMS	260	-	260	-	-	260	260	-	52	-	52	-	1	2
SHOWERS-General use	260	-	260	-	-	260	260	-	-	-	52	-	-	-
SHOWERS-Private	4	-	4	-	-	4	-	-	-	-	52	-	-	-
STAIRWAYS	104	104	-	-	-	-	-	260	52	260	52	-	-	-
STUDENT ROOMS	4	4	4	4	-	4	-	-	-	-	-	-	1	1
STUDY ROOMS	260	260	260	12	-	-	-	-	52	-	52	2	1	1

Key: 260=Daily; 52=Weekly; 1=Yearly; 2=2 Times per Year...104=2 Times per Week...AR=As Required...

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
- Care for pets

Special services provided:

- Pest Control
- Solid Waste Removal
 - Recycling
 - Trash

Department Telephone – 631-5615
 Emergencies after hours – 631-5555
<http://buildingservices.nd.edu/contact/>

Hours of Service:

- Monday-Friday (7 a.m.-3:30 p.m.)
- Saturday (7 a.m.-11:00 a.m. dorms only)
 - Class In session only