## BUILDING SERVICES DEPARTMENT RESIDENCE HALLS CURRENT TASK AND FREQUENCIES

### (ACADEMIC YEAR)

### BUILDING SERVICES TASKS

<table>
<thead>
<tr>
<th>APARTMENTS (RECTORS &amp; IN RESIDENCE)</th>
<th>Dust/ Mop Floors</th>
<th>Vacu m Carpeti ng</th>
<th>Remov e Trash/R recyclin g</th>
<th>Clean Furnitu re</th>
<th>Clean Teleph one</th>
<th>Clean Sinks/C ounters</th>
<th>Repleni sh Supplie s</th>
<th>Spot Clean Doors, Walls, Carpeti ng</th>
<th>Clean Windo ws Ledges</th>
<th>Police Clean Area</th>
<th>High Dust/D amp Wipe Wall</th>
<th>Extract Carpeti ng</th>
<th>Strip &amp; Refinis h Floors</th>
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Key: 260=Daily; 52=Weekly; 9=Academic Year Only 1=Yearly; 2=2 Times per Year…104=2 Times per Week…PRN=As Required…

The Building Services Department defers the responsibility for the following:
- Electronic equipment to include computers, monitors, keyboards, printers, photocopiers, and other miscellaneous equipment.
- Refrigerators, microwaves
- Personal students items
- Dishes, coffee pots, water coolers.
- Watering and maintenance of plants
- Care for pets
- No Dishwashing

Special services provided:
- Pest Control
- Solid Waste Removal
  - Recycling
  - Trash

Department Telephone – 631-5615
Anytime 24/7 - 631-8888
Email Requests - builder@nd.edu
Web Site - [http://buildingservices.nd.edu/contact/](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

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