

BUILDING SERVICES DEPARTMENT
Athletic AREAS
CURRENT TASK AND FREQUENCIES

BUILDING SERVICES TASKS

| | Dust/Mop Floors/Autosc rub | Vacuum Carpeting/Floor Cleaning | Remove Trash/Recycling | Clean Desks/Chalk/Whiteboards/Furniture | Clean Telephone | Clean Sinks/Counters | Replenish Supplies | Spot Clean Doors, Walls, Carpeting | Clean Windows Ledges | Vacuum Fabric Furniture | High Dust/Damp Wipe Wall/Vents/Wall Hangings | Extract Carpeting | Refinish Floors | Scrub Floors |
|-----------------------------------|----------------------------|---------------------------------|------------------------|---|-----------------|----------------------|--------------------|------------------------------------|----------------------|-------------------------|--|-------------------|-----------------|--------------|
| FITNESS AREA | 260 | - | 260 | - | - | 260 | 260 | 260 | 52 | - | 52 | - | 1 | 2 |
| CLASSROOMS/AUDITORIUMS | 260 | 260 | 260 | 260 | - | - | 260 | - | 52 | 12 | 52 | 1 | 1 | 2 |
| TRACK AREAS | - | 260 | 260 | - | - | - | - | 52 | 52 | 12 | 52 | - | 1 | 2 |
| CONFERENCE ROOMS | 52 | 52 | 260 | 52 | 52 | - | 260 | 260 | 52 | 12 | 52 | 1 | - | - |
| ELEVATOR | 260 | 260 | - | - | - | - | - | - | - | - | 52 | 1 | 1 | 4 |
| ENTRANCES/LOBBIES | 260 | 260 | 260 | 260 | - | - | - | - | 52 | 12 | 52 | 1 | 1 | 4 |
| CORRIDORS | 260 | 260 | 260 | 260 | - | - | - | - | 52 | - | 52 | 1 | 1 | 2 |
| TREATMENT ROOMS | 260 | 260 | 260 | 260 | 260 | 260 | 260 | - | 52 | 12 | 52 | - | 1 | 2 |
| LOUNGES | 260 | 260 | 260 | 260 | 260 | 260 | 260 | - | 52 | 12 | 52 | 1 | 1 | 2 |
| OFFICES | 12 | 12 | 12 | 12 | 12 | 12 | - | 12 | 12 | 12 | 12 | 1 | - | - |
| RESTROOMS | 260 | 260 | 260 | - | - | 260 | 260 | - | - | - | 52 | - | - | 2 |
| STAIRWAYS | 104 | 104 | 104 | - | - | - | - | 104 | 52 | - | 52 | - | - | - |
| FILE/WORK/COPY ROOM/STUDENT AREAS | 260 | 260 | 260 | 260 | 260 | 260 | - | - | 52 | 12 | 52 | 1 | 1 | 2 |

The Building Services Department defers the responsibility for the following:

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

Special services provided:

- Urgent spill cleanup
- Pest Control
- Window cleaning
- Solid Waste Removal
 - Recycling
 - Trash

Department Telephone – 631-5615
Urgent service 24/7 - 631-8888

Key: 260=Daily; 104=2xWeek; 52=Weekly; 4=Quarterly; 2=2 Times per Year;...AR=As Required

Email Requests - buildser@nd.edu
Web Site - <http://buildingservices.nd.edu/contact/>