

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

BUILDING SERVICES TASKS

	Dust/ Mop Floors	Vacuum Carpetin g	Remo ve Trash	Clean Furnitu re	Clean Teleph one	Clean Sinks/C ounters	Repleni sh Supplie s	Spot Clean Doors, Walls, Carpeti ng	Clean Windo ws Ledges	Police Clean Area	High Dust/D amp Wipe Wall	Extract Carpeti ng	Strip & Refinis h Floors	Scrub Floors
APARTMENTS (RECTORS & IN RESIDENCE)	52	52	52	PRN	52	52	52	52	52	52	52	PRN	PRN	2
APARTMENTS (ASSISTANT RECTORS)	9	9	9	PRN	9	9	9	9	9	-	9	PRN	PRN	2
CHAPEL	52	52	52	12	-	52	-	280	52	280	52	2	PRN	2
ELEVATOR	280	280	-	-	52	-	-	280	52	280	52	2	PRN	4
ENTRANCES	280	280	280	12	-	-	-	280	52	280	52	4	PRN	4
Exercise/Fitness Rooms	280	280	280	12	-	-	280	280	52	280	52	-	-	52
HALLWAYS	280	280	280	-	-	-	-	280	52	280	52	4	PRN	1
KITCHENS	280	280	280	12	-	280	280	-	52	-	52	-	PRN	2
LAUNDRY ROOMS	280	280	280	12	-	280	280	-	52	-	52	-	PRN	2
LOBBIES	280	280	280	12	-	-	-	-	52	-	52	4	PRN	2
OFFICES	12	12	52	PRN	12	-	-	-	12	12	12	PRN	PRN	-
SHOWERS-General	280	-	280	-	-	280	280	-	52	-	52	-	-	-
SHOWERS-Private	4	-	4	-	-	4	-	-	-	-	52	-	-	-
STAIRWAYS	104	104	-	-	-	-	-	280	52	280	52	-	-	-
STUDENT ROOMS	4	4	4	4	-	4	-	-	-	-	-	-	PRN	1
STUDY ROOMS	280	280	280	12	-	-	-	-	52	-	52	2	PRN	1

Key: 280=Daily; 52=Weekly; 9=Academic Year Only 1=Yearly; 2=2 Times per Year...104=2 Times per Week...PRN=As Required... *Exceptions are made during observed holidays

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, 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
Urgent service 24/7 - 631-8888

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

Hours of Service:

- ❖ Monday - Friday (7 a.m.-3:30 p.m.)
- ❖ Saturday 4 hours
 - Class In session only

Key: 365=7xWeek; 280=5xWeek; 104=2xWeek;
52=Weekly; 2=2xYear; 1=Annually; PRN=as required

