

BUILDING SERVICES DEPARTMENT RESIDENCE HALLS
CURRENT TASK AND FREQUENCIES (ACADEMIC YEAR) 1/2024

BUILDING SERVICES TASKS

	Dust/ Mop Floors	Vacuum Carpeting	Remove Trash	Clean Furniture	Clean Sinks/ Counters	Replenish Supplies	Spot Clean Doors, Walls, Carpeting	Clean Windows Ledges	Police Clean Area	High Dust/ Damp Wipe Wall	Extract Carpeting	Strip & Refinish Floors	Scrub Floors
APARTMENTS (RECTORS & IN RESIDENCE)	52	52	52	12	52	52	52	52	-	52	1	AR	2
APARTMENTS (ASSISTANT RECTORS)	9	9	9	PRN	9	9	9	9	-	9	PRN	PRN	2
CHAPEL	52	52	52	12	52	-	260	52	260	52	2	AR	2
ELEVATOR	260	260	-	-	-	-	260	52	260	52	2	AR	4
OFFICE	12	12	52	12	-	-	12	12	52	12	AR	AR	AR
ENTRANCES	260	260	260	12	-	-	260	52	260	52	4	AR	4
HALLWAYS	260	260	260	-	-	-	260	52	260	52	4	AR	1
KITCHENS	260	260	260	12	260	260	-	52	-	52	4	AR	2
LAUNDRY ROOMS	260	260	260	12	260	260	-	52	-	52	-	AR	2
LOBBIES	260	260	260	12	-	-	-	52	-	52	4	AR	2
RESTROOMS	260	-	260	-	260	260	-	52	-	52	-	AR	2
SHOWERS-General use	260	-	260	-	260	260	-	-	-	52	-	-	-
SHOWERS-Private	4	-	4	-	4	-	-	-	-	4	-	-	-
STAIRWAYS	104	104	-	-	-	-	260	52	260	52	-	-	-
STUDENT ROOMS	4	4	4	4	4	-	-	-	-	-	-	AR	1
STUDY ROOMS	260	260	260	12	-	-	-	52	-	52	2	AR	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 including 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 including removal of waste
- Food Sales Area (Student Responsibility)

Special services provided:

- Pest Control
- Solid Waste Removal
 - Recycling
 - Trash

Department Telephone – 631-5615

After Hours 24/7 - 631-8888

Emergencies after hours – 631-5555

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 (7 a.m.-11:00 a.m. dorms only)
 - Class In session only

***Project requests 1-8888 or AiM work order request**

