



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE**  
**9/29/97**

**REVISION**  
**1**

**PAGE**  
**G6-100.0**

**SUBJECT**  
**CUSTODIAL SERVICES**

**SUB-TOPIC**

**PURPOSE AND SCOPE**

The primary purpose of custodial services is to maintain University buildings in a clean and sanitary condition. Effective cleaning practices not only preserve and extend the life of a facility, they also protect health, promote safety and improve morale among faculty, staff and students.

Basic custodial services include, but are not limited to:

- Care of floors, stairways, landings and restrooms
- Cleaning of chalkboards, erasers, windows, walls, classroom furniture and fixtures
- Removal of waste paper and refuse
- Replenishing classroom chalk and chalkboard erasers.

Normally the dusting and cleaning of departmental furniture and furnishings is not considered a custodial service.