



MEMORANDUM

To: Xavier Campus

From: The Office of Physical Plant

Date: August 30, 2023

Subject: Update on Cleaning Services from Physical Plant

Effective September 1, 2023 Physical Plant will be making some modifications to our cleaning practices and trash/recycling collection services across campus. The changes are necessary to continue providing the best service possible while adhering to established budgets.

1. **Central trash/recycling collection:** Collection of trash and recyclables from private areas will be discontinued. Daily collection of trash will be done from central locations in buildings such as kitchenettes, printing stations or other established locations within an office suite. This approach will make it more efficient for the cleaning staff to collect trash and recycling. Individuals may keep their individual trash and recycling cans but everyone will be responsible for taking their trash and recycling to the central location in their area. Can liners if desired are available from the building coordinators. Upkeep of the individual containers will be left up to each individual.
2. **Cleaning:** All office spaces across campus will be cleaned bi-weekly and the cleaning will be done during the day. The only exceptions to the day cleaning are Elet Hall and Joseph Hall, and those buildings will be cleaned in the evening. The day cleaning is a practice we have used successfully in several buildings the past couple of years and are excited to extend this practice across campus. Benefits include seeing the work being done, energy efficiency, better ability to recruit cleaning staff, etc. Non-student facing buildings will be cleaned bi-weekly; public restrooms and central trash will be addressed daily.
3. **Weekend cleaning:** There are a number of high traffic areas that warrant cleaning on the weekend. The areas include the following buildings:
 - Gallagher Student Center
 - Bellarmine Chapel
 - Heidt Sport Center
 - Cintas Center



4. **Day Porter Coverage:** High-traffic student areas will have coverage in Gallagher Student Center, Heidt Sports Center, Cintas and in Schott Hall on the 1st and 2nd Floors.
5. **Typical Cleaning Specification:** The following is a typical specification that will be used for all non-residential buildings on campus.
6. **Changes to trash collection:** We will be moving away from the 96-gallon trash cans and utilizing more 8 CY dumpsters. We will be installing three 8-yard dumpsters at Brockman Hall, Buenger Hall, Husman Hall, A.B. Cohen, and Logan Hall as well as a recycling dumpster at Kuhlman Hall and two recycling dumpsters for Hoff Dining.

These changes are part of our efforts to provide the best possible service while meeting our financial obligations. We appreciate your cooperation in making our campus a cleaner and more sustainable place.

If you have any questions about these changes, please do not hesitate to contact the Physical Plant Office at ext. 3151 or plant@xavier.edu.

Thank you,

The Office of Physical Plant

Xavier University Cleaning Specifications for: **Example**

Offices:

			Frequency
1	Empty all trash receptacles, recycling bins, and replace liners as necessary	0	No Longer
2	Spot clean walls, doors, other flat surfaces, light switches, door handles, door knobs, office desks, counter tops	1	As Needed
3	Vacuum carpet	26	Bi-Weekly
4	Spot clean spills and stains from carpets	1	Upon Request up to 1x/year time permitting
5	Dust high and low surfaces (office furniture/wall fixtures, blinds, partitions)	26	Bi-Weekly
6	Clean waste and recycling receptacles	0	No Longer
7	Clean upholstered chairs	1	Upon Request up to 1x/year time permitting
8	Full carpet cleaning	1	Upon Request up to 1x/year time permitting
9	Empty central trash stations in office groups	260	(5) Times Per Week

Conference, Meeting Rooms:

1	Empty all trash receptacles, recycling bins, and replace liners as necessary	260	(5) Times Per Week
2	Spot clean walls, doors, other flat surfaces, light switches, door handles, door knobs, office desks, counter tops	1	As Needed
3	Vacuum carpet	52	(1) Time Per Week
4	Spot clean spills and stains from carpets	1	As Needed up to 1x/year
5	Dust all high and low surfaces (office furniture/wall fixtures, blinds, partitions)	26	Bi-Weekly
6	Straighten furniture to predetermined plan and wipe off tables/chairs	260	(5) Times Per week
7	Clean waste and recycling receptacles	1	As Needed
8	Clean upholstered chairs	1	Upon Request up to 1x/year time permitting
9	Full carpet cleaning	1	(1) Time Per Year - Student Facing Only

Kitchenettes:

1	Empty all trash receptacles, recycling bins, and replace liners as necessary	260	(5) Times Per Week
2	Spot clean walls, doors, other flat surfaces, light switches, door handles, door knobs, office desks, counter tops	1	As Needed
3	Vacuum carpets	1	As Needed
4	Spot clean spills and stains from carpets	1	As Needed up to 1x/year
5	Dust all high and low surfaces (office furniture/wall fixtures, blinds, partitions)	26	Bi-Weekly
6	Straighten furniture to predetermined plan and wipe off tables/chairs	260	(5) Times Per week
7	Clean waste and recycling receptacles	1	As Needed
8	Clean upholstered chairs	1	As Needed up to 1x/year
9	Full carpet cleaning	1	(1) Time Per Year – Student Facing Only
10	Dust mop and wet mop floors	52	(1) Time Per Week
11	Strip and wax tile floor surfaces / scrub wax / buff if needed	1	(1) Time Per Year – Student Facing Only

Restrooms:

1	Refill consumables (soap, paper products)	260	(5) Times Per Week
2	Empty waste containers (including sanitary boxes)	260	(5) Times Per Week
3	Clean/disinfect toilets, urinals, sinks and plumbing fixtures	260	(5) Times Per Week
4	Wipe down counters, clean mirrors, and partition walls	260	(5) Times Per Week
5	Dust mop and wet mop floors with disinfectant	104	(2) Times Per Week

6	Spot clean walls, doors, fixtures, and hardware	1	As Needed
7	Dust all flat surfaces, vents, tops of partitions, etc.	26	Bi-Weekly
8	Machine scrub restroom floors	1	(1) Time Per Year – Student Facing Only
9	Clean and wash waste containers (including interior sanitary boxes)	1	As Needed
10	Wash walls	1	(1) Time Per Year – Student Facing Only

Lobbies, Entrance Areas and Spine:

1	Dust mop and wet mop floors	52	(1) Time Per Week
2	Clean door glass and spot clean windows	52	(1) Time Per Week
3	Clean and vacuum walk off mats	52	(1) Time Per Week
4	Dust all flat surfaces high and low	26	Bi-Weekly
5	Spot clean all walls, door knobs, door handles, light switches, buttons, and wall fixtures	1	As Needed
6	Clean and disinfect water fountains and public phones	52	(1) Time Per Week
7	Vacuum entrance carpet, mats, and seating area if applicable	52	(1) Time Per Week
8	Empty all trash receptacles, recycling bins, and replace liners as necessary	52	(1) Time Per Week
9	Machine buff tile flooring	1	(1) Time Per Year – Student Facing Only
10	Strip and wax hard floor surfaces/ scrub and wax	1	(1) Time Per Year – Student Facing Only
11	Clean upholstered furniture/shampoo or extract carpet/ entrance mats	1	Upon Request up to 1x/year time permitting
12	Clean waste and recycling receptacles	1	As Needed

Elevators:

1	Dust mop and wet mop tile flooring	52	(1) Time Per Week
2	Vacuum carpeted cabs	52	(1) Time Per Week
3	Wipe down panels, walls, buttons, interior and exterior doors	52	(1) Time Per Week
4	Clean elevator tracks exterior and interior	1	(1) Time Per Year
5	Spot clean spills and stains from carpets	1	(1) Time Per Year – Student Facing Only
6	Strip and wax tile floor surfaces	1	(1) Time Per Year – Student Facing Only
7	Shampoo/Extract carpet	1	(1) Time Per Year – Student Facing Only
8	Machine buff floor	1	(1) Time Per Year – Student Facing Only

Corridors:

1	Dust rails, ledges, light fixtures, and wall fixtures	26	Bi-Weekly
2	Spot clean walls, doors, and glass	26	Bi-Weekly
3	Vacuum carpeted areas if applicable	1	As Needed
4	Clean door windows if applicable	26	Bi-Weekly
5	Clean and disinfect all water fountains, light switches, door knobs, door handles	52	(1) Time Per Week
6	Empty all trash receptacles, recycling bins, and replace liners as necessary	104	(2) Times Per Week
7	Spot clean carpet spills/stains	1	(1) Time Per Year – Student Facing Only
8	Strip and wax tile floor corridors / scrub / wax	1	(1) Time Per Year – Student Facing Only
9	Shampoo/Extract carpeted corridors if applicable	1	(1) Time Per Year – Student Facing Only
10	Clean waste and recycling receptacles	1	As Needed

Stairwells and Landings:

1	Dust rails, ledges, light fixtures, and wall fixtures	26	Bi-Weekly
2	Spot clean walls, doors, and glass	26	Bi-Weekly
3	Dust and wet mop steps and landings	26	Bi-Weekly/As Needed
4	Vacuum carpeted areas if applicable	26	Bi-Weekly/As Needed
5	Clean door windows if applicable	26	Bi-Weekly
6	Clean and disinfect all water fountains, light switches, door knobs, door handles	26	Bi-Weekly
7	Empty all trash receptacles, recycling bins, and replace liners as necessary	52	(1) Time Per Week
8	Spot clean carpet spills/stains	1	As Needed up to 1x/year
9	Project clean stairs and landings (scrub and/or extract)	1	(1) Time Per Year – Student Facing Only
10	Wipe down hand rails	26	Bi-Weekly
11	Clean waste and recycling receptacles	1	As Needed

Classrooms and Labs:

1	Dust mop tile flooring	52	(1) Time Per Week
2	Wet mop tile flooring	52	(1) Time Per Week
3	Vacuum carpeted rooms	52	(1) Time Per Week
4	Spot clean walls, light switches, doors and other flat surfaces	1	As Needed
5	Clean all chalkboards, dry erase boards, and trays	260	(5) Times Per Week
6	Empty all trash receptacles, recycling bins, and replace liners as necessary	0	No Longer
7	Straighten furniture, desks, tables to predetermined room plan	52	TBD
8	Clean waste and recycling containers	0	No Longer
9	Clean and wipe tabletops, desks, and furniture	260	(5) Times Per Week
10	Machine buff tile floor	1	(1) Time Per Year
11	Spot clean spills and stains from carpets	1	(1) Time Per Year
12	Strip and wax tile floor	1	(1) Time Per Year
13	Shampoo / extract carpets	1	(1) Time Per Year
14	Remove gum on carpet	1	As Needed
15	Remove any graffiti in classrooms	1	As Needed