

97	Scrub, Recoat, & Wax Elevator	1Y
98	Scrub, Recoat, & Wax Exercise Room	1Y
99	Scrub, Recoat, & Wax Gym	1Y
100	Scrub, Recoat, & Wax Hall	1Y
101	Scrub, Recoat, & Wax Kitchen	1Y
102	Scrub, Recoat, & Wax Lab	1Y
103	Scrub, Recoat, & Wax Laundry Room	1Y
104	Scrub, Recoat, & Wax Library	1Y
105	Scrub, Recoat, & Wax Lobby	1Y
106	Scrub, Recoat, & Wax Mail Room	1Y
107	Scrub, Recoat, & Wax Office	1Y
108	Scrub, Recoat, & Wax Pool Area	1Y
109	Scrub, Recoat, & Wax Projection Booth	1Y
110	Scrub, Recoat, & Wax Restroom	1Y
111	Scrub, Recoat, & Wax Stage	1Y
112	Scrub, Recoat, & Wax Study Room	1Y
113	Scrub, Recoat, & Wax Testing Room	1Y
114	Shampooing Carpet	2Y
115	Spot Mop Classroom	1D
116	Spot Mop Conference Room	1D
117	Spot Mop Hallway	1D
118	Spot Mop Lab	1D
119	Spot Mop Lobby	1D
120	Spot Mop Lounge	1D
121	Spot Mop Office	1D
122	Spot Sweep Auditorium	1W
123	Spot Sweep Classroom	3W
124	Spot Sweep Computer Room	3W
125	Spot Sweep Conference Room	3W
126	Spot Sweep Copy Room	1W
127	Spot Sweep Custodial Closet	2W
128	Spot Sweep Darkroom	1W
129	Spot Sweep Exercise Room	1W
130	Spot Sweep Lab	2W
131	Spot Sweep Mail Room	1M
132	Spot Sweep Projection Room	1W
133	Spot Sweep Shop	1W
134	Spot Sweep Study Room	2W
135	Spot Sweep Testing Room	1W
136	Spray Buffing Bookstore	6Y
137	Spray Buffing Classroom	6Y-1M*
138	Spray Buffing Clinic	1W
139	Spray Buffing Conference Room	.
140	Spray Buffing Copy Room	1M
141	Spray Buffing Darkroom	4Y
142	Spray Buffing Dressing Room	6Y
143	Spray Buffing Elevator	1M
144	Spray Buffing Exercise Room	1M

145	Spray Buffing Hall	1W
146	Spray Buffing Lab	4Y
147	Spray Buffing Laundry Room	1Y
148	Spray Buffing Library	1M
149	Spray Buffing Lobby	1W
150	Spray Buffing Lounge	1W
151	Spray Buffing Mailroom	1M
152	Spray Buffing Office	6Y
153	Spray Buffing Projection Booth	4Y
154	Spray Buffing Stage	1M
155	Spray Buffing Study Room	4Y
156	Spray Buffing Testing Room	1M
157	Strip & Wax Room	1Y
158	Sweep Custodial Closet	1D
159	Sweep Garbage Area	1D-2W*
160	Sweep Rest Rooms	1D
161	Sweep Stairs (inner)	1D
162	Sweep Stairs (outer)	1W
163	Vacuuming Air Vent Overhead	2Y
164	Vacuuming Auditorium	1W-2W*
165	Vacuuming Bookstore	1D
166	Vacuuming Classroom	2W
167	Vacuuming Clinic	1D
168	Vacuuming Coke Room	1D
169	Vacuuming Computer Room	2W
170	Vacuuming Conference Room	2W
171	Vacuuming Copy Room	2W
172	Vacuuming Custodial Closet	1W
173	Vacuuming Darkroom	2W
174	Vacuuming Dressing Room	1D
175	Vacuuming Elevator	1D
176	Vacuuming Exercise Room	3W
177	Vacuuming Hallway	1D
178	Vacuuming Kitchen	1D
179	Vacuuming Lab	2W-1D*
180	Vacuuming Laundry Room	1D
181	Vacuuming Library	1D
182	Vacuuming Lobby	1D
183	Vacuuming Lounge	1D
184	Vacuuming Mail Room	3W
185	Vacuuming Office	1W
186	Vacuuming Projection Booth	1W
187	Vacuuming Restroom	1D
188	Vacuuming Room	1W-1D*
189	Vacuuming Shop	1W
190	Vacuuming Stairs	1D-2W*
191	Vacuuming Testing Room	2W
192	Waste Pickup	1D
193	Recycling Pick Up	1D-2W



**University
of
Louisville**

Physical Plant

**Custodial Services
Division**

**Phone—Belknap 852-8200
Health Sciences 852-7174**

**Web Site—[http://
louisville.edu/physicalplant/
services/custodial](http://louisville.edu/physicalplant/services/custodial)**



We are responsible for cleaning on all campuses (except dorms):

- Restrooms
- Offices
- Classrooms
- Public building areas
- Interior window cleaning
- Snow/ice removal from steps
- Cleaning of flooded areas
- Clean upholstery
- Maintain building entrance mats
- Trash removal
- Infectious waste handling

The Building Service Team is a group dedicated to stripping and waxing floor tile and shampooing carpets in entire building areas.

All exterior window cleaning is performed by an outside contractor and will be performed when needed and weather permitting.

Our goal is to provide the best possible service in support of the teaching, research, and administrative functions of the University of Louisville. The Custodial Services Division is responsible for the cleaning of offices and classrooms at the Belknap, Shelby, and HSC campuses.

Please address any questions concerning Custodial Services to Irvin Williams, Asst. Director Physical Plant Custodial Services, at 852-8200, or by e-mail at iwill01@louisville.edu.

Work Groups and Supervisory Personnel

There are over 200 employees, including supervisory and administrative staff, in the Custodial Services Division.

There are 18 work groups within the Custodial Services Division. Each work group is responsible for the cleaning of approximately 270,000 square feet of University building space on a daily basis. Each work group consists of a supervisor and 12, or more custodians.

Custodial Standards, Frequencies, & Activities

The chart on the following pages includes all areas to be serviced and work items to be performed. The abbreviations used within the chart are as follows:

- D -- Daily Service
- 2W -- Twice Weekly Service
- W -- Weekly
- SM -- Semi-Monthly
- M -- Monthly
- R -- As Requested
- Y -- Yearly

Upon Request Items

Light Fixtures, Carpet Shampooing, Additional Stripping and Waxing

* Depending on building use

1	Clean Chair	1W	49	Damp Mopping Study Room	2W
2	Clean Chalk Board	1D	50	Damp Mopping Testing Room	2W
3	Clean Commode -	1D	51	Dust Mopping Auditorium	2W-1D*
4	Clean Glass Desk	1W	52	Dust Mopping Bookstore	1D
5	Clean Glass Display	4Y	53	Dust Mopping Classroom	1D
6	Clean Glass Door	1D	54	Dust Mopping Clinic	1D
7	Clean Glass Wall	1W	55	Dust Mopping Coke Room	1D
8	Clean Hand Sink	1D	56	Dust Mopping Computer Room	1D
9	Clean Locker	4Y	57	Dust Mopping Conference Room	2W
10	Clean Mirrors	1D	58	Dust Mopping Copy Room	1D
11	Clean Showers	3W	59	Dust Mopping Darkroom	3W
12	Clean Soap Dispenser	1D	60	Dust Mopping Dressing Room	1D
13	Clean Sofa	1W	61	Dust Mopping Elevator	1D
14	Clean Telephone	1D	62	Dust Mopping Exercise Room	1D
15	Clean Towel Dispenser	1D	63	Dust Mopping Gym	1D
16	Clean Trash Can	1W	64	Dust Mopping Hallway	1D
17	Clean Urinals	1D	65	Dust Mopping Kitchen	3W
18	Clean Washer/Dryer	1D	66	Dust Mopping Lab	3W-1D*
19	Clean Water Fountain	1D	67	Dust Mopping Laundry Room	1D
20	Damp Mopping Auditorium	1W	68	Dust Mopping Library	1D
21	Damp Mopping Book Store	1W	69	Dust Mopping Lobby	1D
22	Damp Mopping Classroom	1W	70	Dust Mopping Lounge	1D
23	Damp Mopping Clinic	1W-3W*	71	Dust Mopping Mail Room	1D
24	Damp Mopping Coke Room	1D	72	Dust Mopping Office	1W
25	Damp Mopping Computer Room	1W	73	Dust Mopping Pool Area	3W
26	Damp Mopping Conference Room	2W	74	Dust Mopping Projection Booth	1W
27	Damp Mopping Copy Room	1W	75	Dust Mopping Shop	2W
28	Damp Mopping Custodial Closet	1W	76	Dust Mopping Stage	1W
29	Damp Mopping Darkroom	3W	77	Dust Mopping Study Room	1D
30	Damp Mopping Dressing Room	1D	78	Dust Mopping Testing Room	1D
31	Damp Mopping Elevator	1W-1D*	79	Dust Office Desk	1W
32	Damp Mopping Exercise Room	2W	80	Dust Shelves	1M
33	Damp Mopping Garbage Area	1D-2W*	81	Dust Sills	1M
34	Damp Mopping Gym	1W	82	Dust Tables	4Y
35	Damp Mopping Hallway	1W	83	Dust Venetian Blinds	1M
36	Damp Mopping Kitchen	3W	84	Empty Pencil Sharpener	1D
37	Damp Mopping Lab	2W	85	Refill Soap Dispenser	1D
38	Damp Mopping Laundry Room	1W	86	Refill Toilet Paper Dispenser	1D
39	Damp Mopping Library	1W	87	Scrub, Recoat, & Wax Auditorium	1Y
40	Damp Mopping Lounge	1W	88	Scrub, Recoat, & Wax Bookstore	1Y
41	Damp Mopping Mail Room	2W	89	Scrub, Recoat, & Wax Classroom	1Y
42	Damp Mopping Office	1W	90	Scrub, Recoat, & Wax Clinic	1Y
43	Damp Mopping Pool Area	1W	91	Scrub, Recoat, & Wax Coke Room	1Y
44	Damp Mopping Projection Booth	1W	92	Scrub, Recoat, & Wax Computer Room	1Y
45	Damp Mopping Rest Room	1D	93	Scrub, Recoat, & Wax Conference Room	1Y
46	Damp Mopping Shops	1W	94	Scrub, Recoat, & Wax Copy Room	1Y
47	Damp Mopping Stage	1W	95	Scrub, Recoat, & Wax Dark Room	1Y
48	Damp Mopping Stairs	1W	96	Scrub, Recoat, & Wax Dressing Room	1Y