

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

BUILDING SERVICES TASKS

	Dust Mop Floor	Vacuum Carpet	Remove Trash/Recycling	Clean Desks/Chalk/WHITEBOARDS/Furniture	Clean Telephone	Clean Sinks/Counters	Replenish Supplies	Spot Clean Doors, Walls, Carpeting	Clean Windows/Ledges	Vacuum Fabric Furniture	High Dust/Damp Wipe Wall/Vents/Wall Hangings	Extract Carpeting	Refinish Floors	Scrub Floors
CHAPELS	52	52	52	-	-	-	-	260	52	12	52	1	PRN	2
CLASSROOMS /SEMINAR ROOMS/ AUDITORIUM /TEACHING & COMPUTER LABS	260	260	260	260	260	-	260	-	52	12	52	1	PRN	2
CONFERENCE ROOMS	52	52	52	260	52	-	-	260	52	PRN	52	PRN	-	-
ELEVATORS	260	260	-	-	-	-	-	-	-	-	52	1	PRN	4
ENTRANCES /LOBBIES	260	260	260	260	-	-	-	-	52	12	52	1	PRN	4
CORRIDORS	260	260	260	260	-	-	-	-	52	-	52	1	PRN	2
RESEARCH LABS	52	52	52	52	52	52	52	-	52	PRN	52	-	PRN	2
LOUNGES	260	260	260	260	260	260	260	-	52	12	52	1	PRN	2
OFFICES	12	12	52	12	12	12	-	12	12	PRN	12	PRN	-	-
RESTROOMS	260	260	260	-	-	260	260	-	-	-	52	-	-	2
STAIRWAYS	104	104	104	-	-	-	-	104	52	-	52	-	-	-
WORK/COPY ROOM	260	260	260	260	260	260	-	-	52	12	52	1	PRN	2

The Building Services Department defers the responsibility for the following:

- Electronics to include computers, monitors, keyboards, printers, photocopiers, fax machines, and other miscellaneous equipment.
- Refrigerators, microwaves, appliances
- Personal students items
- Dishes, coffee pots, water coolers.
- Watering and maintenance of plants

Special services provided:

- Urgent spill cleanup
- Pest Control
- Window cleaning
- Solid Waste Removal
 - Single stream recycling
 - Landfill waste

Department phone 631-5615
Urgent service 24/7 631-8888

Key: 365=7xWeek; 260=5xWeek; 52=Weekly;
1=Yearly; 2=2 Times per Year...104=2 Times per Week
PRN...As Required

Email requests - buildser@nd.edu

Web site - <http://buildingservices.nd.edu/contact/>

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