



COLORADO SCHOOL OF MINES

EARTH ENERGY ENVIRONMENT

Facilities Management • 1318 Maple St, Golden, CO • 80033 • 303-273-3330

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Custodial Services

Custodial Services hours of operation are nearly twenty four hours per day seven days a week.

To best serve our customers each supervisor has a group of buildings they are primarily responsible for. However, if services are needed outside of the assigned shift for an area the current shift is available as needed.

Contacting Custodial Services:

Custodial Services may be reached by contacting the supervisor on duty: Please try the office first, as sometimes they could be in a meeting or an area there is no reception. You may leave a message or if it's urgent please call their cell.

Bonnie Shaw-Office: 303-273-3905, Cell, 720-569-9566 5:00 am-1:30 pm M-F, Buildings are Brown, Marquez, Alderson, Berthoud, Guggenheim, daytime coverage for CTLM, USGS, and Student Center.

Jon Barton-Office: 303-273-3340, Cell: 720-329-2222, 5:00 am-1:30 pm M-F. Buildings are Chauvenet, Coolbaugh, Hill Hall, Stratton, Engineering and Annex, Library, Green Center, Volk, GRL, FM, GRLA, Coors Tek, Athletics Complex day time coverage.

Steve Wenglasz-Office: 303-384-2552, Cell, 720-261-0871, 6:30 am-3:00 pm M-F. Buildings are Maple, Elm, Weaver, Traditional Halls, Sorority Houses, Aspen Hall, and Fiji House.

Jun Cui -Office: 303-273-3755, Cell 720-737-8942, 6:30 am-5 pm Sat-Tuesday. Buildings are Rec Center, Volk Gym, Athletics Complex, International Programs, McBride Honors, WISEM, MEP, Molly, Welcome Center, Wellness Center, CASA, Coolbaugh House, The Pines, Timberline 1&2, GRL and GRLA, FM, Student Center, Jones Rd & Ford, Mines Park Community Centers 1&2, Weekend coverage as needed for the entire campus.

Victor Morote -Office 303-384-2053, Cell 801-707-3883, 4:00 pm-12:30 am Tue- Sat. Buildings are Rec Center, Volk Gym, Athletics Complex, International Programs, McBride Honors, WISEM, MEP, Molly, Welcome Center, Wellness Center, CASA, Coolbaugh House, The Pines, Timberline 1&2, GRL and GRLA, FM, Student Center, and Geophysics trailers. Saturday coverage as needed for the entire campus.

Dai Le-Office, 303-273-3179, Cell, 303-513-3678, 5 pm-1:30 am Sun -Thur., Buildings are 1600 Jackson , CTLM, USGS, Coors Tek, Periodic Table, his crew removes the trash from most of the buildings on campus, late night coverage for the entire campus.

Eric Googins-Office, 303-273-3035, Cell, 720-289-0621, 9 pm-7:30 am M-Thur. Floor crew scrubs and polishes the main hallways in most of the buildings on campus. In addition they help with snow removal, and filling in vacancies in the Custodial Department. Problems that come up between 1:30 am-5:30 am should be directed to Eric on his scheduled days.

Jesse Vigil After hours Manager -Office, 303-384-2435, Cell, 720-666-7369 Sunday-Thursday 2:30-11:00 pm



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Please only use cell phone numbers during scheduled hours, however, always feel free to leave a message on their office phone or if you need to get in touch with someone outside the hours listed above for an emergency please call Teresa Hall (Custodial Services Manager) Cell: 303-619-1544 or Jesse Vigil (After Hours Custodial Services Manager) Cell: 720-666-7369. The hours that are not staffed are Friday and Saturday midnight to 6:30 am.

Available Services:

Buildings are cleaned using the following priority list: Except for inclement weather. Then building entrances both inside and out become number one priority with reduced service in all the other areas.

- Classrooms
- Restrooms
- Entranceways
- Offices
- Hallways
- Laboratories
- Locker/Changing Rooms
- Swimming Pools

Routine Custodial Services:

Offices:

- **Daily:**
 - M-F Trash removal spot vacuuming.
- **Weekly:**
 - Offices will be vacuumed, custodian will move desk chair, table chairs, and vacuum under the trash can. Furniture will be placed back where it was found.
- **Monthly:**
 - Spot cleaning and disinfecting of light switches and doorknobs, ect.
- **Annually:**
 - Carpets will get shampooed and all exposed edges cleaned. Customer will need to remove all items from the floor that should be cleaned under. If you prefer a specific time for this to happen please use the work order system to request the work. Otherwise custodians will post signs notifying you when they will be working in your area. Dusting of shelves, window sills, and desk can be done upon request via work order system. Customers must remove all items prior to cleaning. Custodian will clean with a damp cloth or use furniture polish. Whichever is applicable.

Note: Doors will be shut and locked when work is completed. Nothing outside of the trash receptacle will be removed unless there is a work order or it is marked "Trash" for example empty boxes, large pieces of Styrofoam...etc.



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Lounges, Break Rooms and Kitchens:

- **Daily:**
 - M-F Trash containers emptied, liner replaced weekly or when necessary. Wipe open surfaces
 - Floors spot vacuumed or swept and spot mopped.
- **Two times per week:**
 - Slim Jim recycle containers emptied.
- **Weekly:**
 - Outside surface of Microwave, refrigerator, countertops and sink get wiped with disinfectant.
- **Monthly:**
 - Spot cleaning and disinfecting of light switches and door knobs.
- **Annually:**
 - Floors shampooed or scrubbed.

Note: Custodians do not clean the inside of refrigerators, microwaves or stoves and are not responsible for the stocking of towel dispensers in anything outside of restrooms. Example are labs, lounges break rooms and conference rooms ect. Paper towels can be ordered through the work order process. Please place orders the last week of the Month for delivery the first week of the month. Each department is responsible for storing and stocking their own towel dispensers.

Stairwells:

- **Two times per week:**
 - Swept and moped, hand rails wiped.
- **Semi Annually:**
 - High dusting and cobweb removal.
- **Annually:**
 - Scrubbed, waxed and/or shampooed.

Class rooms and Auditoriums:

- **Daily:**
 - M-F Litter removed, trash containers emptied and liners replaced if necessary, floor swept and mopped and/or walkways spot vacuumed, whiteboard or blackboard washed and trays cleaned. Markers and erasers supplied.
- **Weekly:**
 - Wipe table tops.
- **Bi-Monthly:**
 - Clean around white board and light switch of smudges, horizontal open surfaces dusted.
- **Monthly:**
 - Spot cleaning and disinfecting of light switches and door knobs.
- **Annually:**
 - Shampoo carpet or scrub and wax floors.

*Note: Erasers and Markers furnished by custodial for all classrooms.
Custodial staff is not responsible for cleaning department equipment to include computer screens, keyboards or monitors.*



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- *Conference Rooms:*
 - **Daily M-F:**
 - Trash containers emptied and liners replaced if necessary.
 - Floors spot mopped or spot vacuumed.
 - White boards cleaned unless “SAVE” is written on the board.
 - **Weekly:**
 - Horizontal open surfaces dusted, walls spot washed around trash, recycle and light switches, floor cleaned thoroughly.
 - **Monthly:**
 - Spot cleaning and disinfecting of light switches and door knob.

Student Practice Rooms, Study Rooms, and Library Stacks

- **Daily M-F:**
 - Trash containers emptied and liners replaced if necessary.
 - Floors spot vacuumed.
- **Weekly:**
 - Floor cleaned thoroughly.
 - Horizontal Surfaces dusted, excluding dusting of books and book shelves.
- **Annually:**
 - Floors refinished or carpets shampooed.
 - Empty book shelves dusted.

Teaching Laboratories

- **Daily M-F:**
 - Trash containers emptied and liners replaced if necessary.
- **Weekly:**
 - Floor swept and mopped.
- **Semi- Monthly:**
 - Horizontal surfaces dusted, excluding equipment.
- **Annually:**
 - Floors refinished or carpets shampooed.

Research Laboratories

- **Daily M-F:**
 - Trash containers emptied and liners replaced if necessary.
- **Annually or by work order request:**
 - Floor swept and mopped and/or refinished.

Locker rooms and Showers

- **Daily:**
 - Trash containers emptied and liners replaced if necessary.
 - Toilets, sinks, mirrors cleaned and sanitized.
- **Weekly:**
 - Machine scrub showers and floors.
- **Monthly:**
 - Power wash showers and wipe out empty lockers.



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Restrooms Residents Halls

- **2 times per week:**
 - Toilets, sinks, showers and mirrors cleaned and sanitized, floors swept and mopped, supplies restocked.

Public Restroom's

- **Cleaned daily, in some heavy use areas twice daily:**
 - Toilets, sinks, showers and mirrors cleaned and sanitized
 - Spot checked and supplies stocked Daily

Common Space in the Academic and Student Living Areas

- **Daily:**
 - Spot vacuum, entry matts and common space.
 - Glass entry doors.
 - Trash containers emptied and liners replaced if necessary.

- **Weekly:**
 - Floor cleaned thoroughly.
 - Slim Jim recycle containers emptied two times per week.
 - Trash containers emptied and liners replaced if necessary.

Inclement Weather Days

Custodians are responsible for hand snow shoveling at the exterior entrance to the campus buildings and keeping interior entrances dry. This additional duty takes them away from their routine indoor duties. During inclement weather Custodial Services performs duties in the following order:

- Snow removal always top priority
- Trash
- Classrooms cleaning.
- Restrooms
- Public areas
- Offices if time allows. This may mean due to our weekly schedule for office cleaning, they could be skipped that week.

Recycling

Recycle Slim Jim's will be emptied twice per week on Tuesday and Thursday by Custodial Staff.

Note: Custodial Staff does not empty desk side recycle containers, please break down empty boxes for recycle.

Trash

- Trash removed daily M-F from most buildings.



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Non-Routine Service Requests

To schedule non-routine services such as upholstery cleaning, window blind cleaning...etc. Please submit a request for an estimate through the work order system or contact Custodial Services Manger Teresa Hall at ext. 3858 or thall@mines.edu.

Facilities Management will contact you, and provided an estimate. If agreed upon Teresa will schedule for the work to be performed.

In order to avoid pests and odors if you have an event scheduled that will have food and beverage, please use the work order system to notify Custodial Staff to pick up the trash when the event is finished.

Outside Window Cleaning

Due to many factors, (special equipment needs, weather...etc.) we provide window cleaning services for the outside windows we can reach with available equipment and limited inside cleaning every two years.

We can however, provide these services through a contractor at your department's expense. If you would like to have the outside of your windows cleaned outside the routine of the FM schedule. Please use the work order system to submit your requests.

Pest Control - Indoors

This service is provided by Facilities Management Custodial Division, through in house staff or a private contractor. If you have a need for this service, please use the work order system to schedule a time to perform the service.

Locking and Unlocking Doors

Custodial is responsible for unlocking all building entries that are not on the electronic access system on the main campus. Buildings and classrooms are unlocked at the same time (6:30 AM) Monday through Friday. Custodial staff will not unlock and provide access to buildings after hours when they are normally secured. Custodial staff will not unlock individual offices for faculty or staff members who have forgotten their keys. Custodial Staff will lock any unoccupied room when finished cleaning. These limitations are not intended to deny services or create inconvenience; it is our policy to protect University security of assets and personnel safety.