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COVID-19

Due to the challenges posed by COVID-19, and with upholding the CDC guidelines for social distancing, the Custodial department has implemented extra measures for campus safety that will take priority over normal routine services. These changes are listed below. We ask for your patience and encourage you to contact us with any questions or feedback.

Custodial Cleaning Plan for COVID-19

Priorities

- Restrooms
- Classrooms and Teaching Labs
- Entrance Inside and Out
- Stairways/Elevators
- Hallways
- Common Areas
- Offices
- Laboratories

Custodial will disinfect with a Mister Machine or Sprayer. The misting sprayers use a fogging system to spray disinfectants on all exposed surfaces in an area. Custodial has enough sprayers that every custodial shift uses one. In this way disinfecting mister that kills the COVID virus can cover most areas of campus twice daily.

Clean and Spray all high traffic and common touch points that includes wiping down after spraying/disinfecting in most areas to include the objects and surfaces outlined in the area sections below:

Special Cleaning for COVID Outbreaks

Cleaning and entering of an area of a confirmed COVID-19 case, Custodial staff will follow all EHS directions and guidelines. Whenever possible a 72-hour waiting period is suggested. When entrance is granted staff will required to use PPE to include N95 mask, safety glasses/face shield, disposable Tyvek coveralls or gown, and disposable gloves.
Cleaning and entering of confirmed COVID-19 building

- Spray all entrance door handles with disinfecting solution (3m 25A) prior to entering.
- Cordon off suspected area with caution tape and do not enter signs.
- Using the Mister or Sprayer full of disinfectant, spray all high traffic and common touch points in public areas where the infected individual has been
- After appropriate dwell time surface and touch point will be wiped
- The use of a HEPPA vacuum will be on all carpeted areas
- Hard floor surfaces will be cleaned and mopped with a disinfectant solution

Please note these changes will require extra labor hours and that will result in other tasks not being done as often as in the past.

New Daily Academic

- **Restroom Cleaning and Disinfecting (Twice Daily)**
  - Counters
  - Toilets/Sinks
  - Light switches
  - Walls
  - Stalls
  - Dispensers
  - Air dryers
  - Feminine Napkin disposal boxes
  - Mirrors

- **Common Areas and Classroom Cleaning and Disinfecting (Twice Daily)**
  - Entrances
  - Door handles
  - Drinking fountains
  - Light switches
  - Trash and recycle bins
  - Chairs
  - Conference tables (excluding tables with computers or other equipment)
  - Classroom desks
  - Elevators/Stairs
  - Touch points in kitchens
➢ **Labs**

*Research Labs will be cleaned and disinfected weekly. Teaching Labs will be cleaned on the same schedule as classrooms.*

- Trash removal is scheduled for Sunday, Tuesday, and Thursday evenings.
- When paper towel or soap dispensers require stocking, lab tech is required to use the Mines work order system FAMIS.
- Floors maintenance will be scheduled once a week.
- Annual Floor Refinishing upon request.

**Residence Life**

➢ **Common Area Restroom Cleaning and Disinfecting (Twice Daily)**

- Counters
- Toilets/Sinks
- Light switches
- Walls
- Stalls
- Dispensers
- Air dryers
- Feminine Napkin disposal boxes
- Mirrors

➢ **Common Areas/Lobby Cleaning and Disinfecting**

- Entrances
- Door handles
- Drinking fountains
- Light switches
- Trash and recycle bins
- Furniture
- Elevators and Stairs
- Laundry/Kitchens
In suite Restroom Cleaning and Disinfecting

➢ **Maple and Weaver**

  o Restroom cleaning will be accomplished by room occupants
  o Cleaning supplies, trash liners, and paper products will be delivered weekly by custodial

➢ **Elm, Spruce, Aspen, Traditional Halls, Fiji, and Sororities (Twice Daily)**

  o Counters
  o Toilets/Sinks
  o Light switches
  o Walls
  o Stalls
  o Showers
  o Dispensers
  o Air dryers
  o Feminine Napkin disposal boxes
  o Mirrors

These protocols are based on current safety guidelines and are subject to change as we move forward

**Update: Campus Office Trash Receptical Change Over**

*Campus Facilities has completed and replaced all existing office desk trash containers with hanging mini black trash containers. Facilities Staff will no longer empty the small desk recycle or the attached waste container. This helps to ensure the safety of Campus Faculty, Staff and Custodial by reducing the risk of COVID-19, while also promoting recycling campus wide. Office occupants may empty their trash/recycle containers into larger trash/recycle Slim Jim receptacles that have been placed in hallways, kitchens, and other common areas.*
Custodial Service Contacts

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.

**Day Crew**

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.


**Amy Dollar** Office: 303-273-3905, 5:00 am-1:30 pm Mon-Fri. Buildings are Green Center, Marquez, Alderson, Berthoud, Guggenheim and Coorstek. Daytime coverage for CTLM, USGS, and Brown.

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

**Dave Lawler** Office: 303-273-3755, Cell, 720-356-2532, 6:30 am-3:00 pm Mon-Fri. Buildings Student Center, Moragn Hall, Thomas Hall, Bradford Hall, Randall Hall, Wellness Center, Aspen, Casa. Daytime coverage for McNeil and Afternoon Coverage Wed-Fri Athletics, GRL, GRL-A

**Santos Marungo-Sosa** Office: 303-273-3858, Cell 720-534-5944, 6:30 am-5:00 pm Sat-Tue, Buildings are Rec Center, Volk Gym, Athletics Complex, International Programs, McBride Honors, EMI, WISEM, MEP, Molly, CASA, Coolbaugh House, GRL and GRLA, 812 16th, Student Center, Jones Rd, Ford, Mines Park Community Centers 1&2, Survey Shack, McNeil Hall, Spruce an Jackson fitness lab, Mines Market, Weekend coverage as needed for the entire campus.

**Jesse Vigil Custodial Service Manager** – Office: 303-384-2435, Cell: 720-666-7369 Mon-Fri 7:30am-4:00pm.

Please only use cell phone numbers during scheduled hours, however, always feel free to leave a message on their office phone. If you need to get in touch with someone outside the hours or unable to contact on duty supervisor listed above for an emergency please call Jesse Vigil (Custodial Services Manager) Cell: 720-666-7369. The hours that are not staffed are Friday and Saturday 12:30am-6:30 am. Sunday 1:30am-6:30 am.
After Hours Crews

**Victor Morote** - Office 303-384-2053, Cell 801-707-3883, 4:00 pm-12:30 am Tue-Sat. Buildings are Rec Center, IM restrooms, Volk Gym, Athletics Complex, International Programs, McBride Honors, WISEM, MEP, 812 16th, Molly, Welcome Center, Spruce and Jackson Fitness Lab, Coolbaugh House, GRL and GRLA, and Student Center. Saturday and late night coverage as needed for the entire campus.

**Dai Le** - Office, 303-273-3179, Cell, 303-513-3678, 4:30 pm-3:00 am Wed-Fri. Buildings are 1600 Jackson, 1750 Jackson, 1607 Washington, 721 16th, 1020 19th, CTLM, USGS, Brown, Periodic Table, and Welcome Center. Night crew removes trash from common areas in most buildings on campus; late night coverage for the entire campus.

**Kimberley Shaw**, Office, 303-384-2035, Cell: 720-322-4293 9:00pm-7:30am Mon-Wed. McNeil Hall. 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 Kim on her scheduled days.

**Wesley Moss Custodial After Hours Manager** Office: 303-384-2115 Cell: 720-534-5944 Sundy-Thursday 2:30pm-11:00pm

*Please only use cell phone numbers during scheduled hours, however, always feel free to leave a message on their office phone. If you need to get in touch with someone outside the hours or unable to contact on-duty supervisor listed above for an emergency please call Jesse Vigil (Custodial Services Manager) Cell: 720-666-7369. The hours that are not staffed are Friday and Saturday 12:30am-6:30 am. Sunday 1:30am-6:30 am.*
Custodial Services

Due to Covid-19, Custodial services and procedures has been updated to assist in the safety of all Mines faculty and staff. These changes are listed below in the blue boxes prior to each building area. The duration of these changes are unknow at this time.

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.
- Restrooms
- Entrance ways
- Classrooms
- Hallways
- Laboratories
- Offices
- Locker/Changing Rooms
- Pest Control

Routine Custodial Services:

Offices will be vacuumed every two weeks. At this time all touch points to include light switches, doorknobs, etc will be also disinfected. During these two-week periods occupants are asked to maintain a periodic disinfecting routine for their personal office space. If you have an urgent situation occur, please use the Mines Work order system FAMIS to request additional services.

Offices:
- Weekly:
  o Offices will be vacuumed, custodian will move desk chair, table chairs, and vacuum under the trash cans. Furniture will be placed back where it was found.

- Monthly:
  o Spot cleaning and disinfecting of light switches and doorknobs, ect.

- Annually:
  o 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.
Office Occupants are responsible for emptying deskside trash and recycle. Larger trash/recycle Slim Jim’s have been located in hallways, kitchens, and other common areas.

Lounges will be cleaned and disinfected twice daily. Touch points to include light switches, counter tops, doorknobs, cabinet handles, etc will be disinfected. Trash will be emptied daily and trash liners replaced. Floors will be mopped with a disinfectant solution weekly. Carpeted floors will be vacuumed weekly. Spot vacuuming if necessary.

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, mother rooms, or break rooms. Labs and conference rooms are not included. For these areas, paper towels can be ordered through the work order system FAMIS. Please place orders by the third week of the Month for delivery on the first week of the next month. Each department is responsible for storing and stocking their own towel dispensers in labs and conference rooms.

Stairwells touch points will be disinfected daily to include handrails, exiting an entering door handles, etc. Stairs will be mopped weekly with a disinfectant solution. Carpeted stairs will be vacuumed weekly. Spot vacuuming if necessary.

Stairwells:

- **Daily**
- **Two times per week:**
  - Swept and moped, hand rails disinfected.
- **Semi Annually:**
  - High dusting and cobweb removal.
- **Annually:**
  - Scrubbed, waxed and/or shampooed.
Classrooms and Auditoriums will be cleaned and disinfected twice daily. All touch points and entrances will be disinfected. Trash will be emptied, and liners replaced. Desks, tabletops, chairs, trash containers, accessible podium surfaces, and white boards will be disinfected and wiped down. Hard floor surfaces will be cleaned and mopped with a disinfectant solution weekly. Carpeted floors will be vacuumed weekly. Spot vacuuming if necessary.

Classrooms 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.
- **Bi-Monthly:**
  - Clean around white board and light switch of smudges, horizontal open surfaces dusted.
- **Monthly:**
  - Detail cleaning
- **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.*

Conference rooms will be cleaned and disinfected daily. All touch points and entrances will be disinfected. Trash will emptied, and liners replaced. Tabletops, chairs, trash containers, and white boards will be disinfected and wiped down. Hard floor surfaces will be cleaned and mopped with a disinfectant solution weekly. Carpeted floors will be vacuumed weekly. Spot vacuuming if necessary.

*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:**
  - Detail cleaning and disinfecting of light switches and doorknob.
Study Practice and Study Rooms will be cleaned and disinfected daily. All touch points and entrances will be disinfected. Trash will emptied and liners replaced. Tabletops, chairs, trash containers, and white boards will be disinfected and wiped down. Hard floor surfaces will be cleaned and mopped with a disinfectant solution weekly. Carpeted floors will be vacuumed weekly. Spot vacuuming if necessary. Library Stacks will be maintained by library staff.

Student Practice Rooms, Study Rooms, and Library Stacks

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

Teaching Laboratories will be cleaned and disinfected twice daily. All touch points and entrances will be disinfected. Trash will emptied and liners replaced. Desks, accessible tabletops, chairs, trash containers, podium, and white boards will be disinfected and wiped down. Hard floor surfaces will be mopped with a disinfectant solution weekly. Carpeted floors will be vacuumed weekly. Spot vacuuming if necessary.

Teaching Laboratories

- **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.
- **Bi-Monthly:**
  - Clean around white board and light switch of smudges, horizontal open surfaces dusted.
- **Monthly:**
  - Detail cleaning
- **Annually:**
  - Shampoo carpet or scrub and wax floors.
In research labs Custodial will enter on Sunday, Tuesday and Thursday evenings for trash/recycle removal. Trash containers will be emptied and disinfected. Bag liners will be replaced. Trash will be removed nightly from hallway. Request for paper product stocking and floor maintenance can be requested through Mines work order system FAMIS.

Research Laboratories

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

Locker rooms will be cleaned and disinfected twice daily. All toilets, stalls, counters, sinks, dispensers, air dryers, mirrors, napkin boxes, showers, and fixtures will be cleaned and disinfected. Hard floor surfaces will be mopped with a disinfectant solution daily. Carpeted floors will be vacuumed weekly. Spot vacuum if necessary.

Locker rooms and Showers

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

Maple and Weaver individual restrooms will be cleaned by room occupants. Cleaning supplies, trash liners, and paper products will be delivered weekly by custodial staff. Elm, Spruce, Aspen, Traditional Halls, Fiji, and Sororities restrooms will be cleaned by custodial staff and disinfected twice daily. All toilets, stalls, counters, sinks, dispensers, mirrors, napkin boxes, showers, and fixtures will be cleaned and disinfected. Restroom floor surfaces will be mopped with a disinfectant solution daily. All other hard surface floors will be mopped weekly. Carpeted floors will be vacuumed weekly. Spot vacuum if necessary.

Restrooms Residents Halls

- **2 times per week:**
  - Toilets, sinks, showers and mirrors cleaned and sanitized, floors swept and mopped, supplies restocked.
Resident Life Public Restrooms will be cleaned and disinfected twice daily. All toilets, stalls, counters, sinks, dispensers, air dryers, mirrors, napkin boxes, showers, and fixtures will be cleaned and disinfected. Hard floor surfaces will be mopped with a disinfectant solution daily.

Public Restroom’s

- **Cleaned daily:**
  - Toilets, sinks, showers and mirrors cleaned and sanitized
  - Spot checked and supplies stocked daily

Resident Life Common Space will be cleaned and disinfected daily. Touch points to include light switches, tables, chairs, door handles, etc will be disinfected. Trash will be emptied daily and trash liners replaced. Carpeted floors will be vacuumed weekly. Spot vacuum if necessary.

Common Space in the Academic and Student Living Areas

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

- **Weekly:**
  - Floor cleaned thoroughly.
  - Slim Jim recycle containers emptied weekly.

With inclement weather days, snow removal is top priority to insure a safe campus. Upon completion of snow removal custodial will follow the priority list below.

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
- Disinfecting
- Restrooms
- Trash
- Classrooms cleaning.
- Public areas
- Offices if time allows. This may mean due to our bi-weekly schedule for office cleaning, they could be skipped if necessary.
Recycling/Trash

- Recycle Slim Jim’s will be emptied twice per week on Tuesday and Thursday by Custodial Staff. (Daily if needed)
- Trash removed daily Mon-Fri from most buildings.
- Custodial Staff does not empty desk side recycle containers, please break down empty boxes for recycle.

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 Interim Custodial Services Manger Jesse Vigil at ext. 2435 or jmvigil@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 budget cuts and increased Custodial duties window cleaning is a lower priority and may not get done.

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

Based on the decisions of the Return to Work Task Force Custodial is not unlocking main entrance doors at this time.

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.