



COLORADO SCHOOL OF MINES

EARTH ENERGY ENVIRONMENT

Facilities Management • 1801 19th St, Golden, CO • 80401 • 303-273-3330

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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 where there is no cell phone reception. You may leave a message or if it's urgent please call their cell.

Jon Barton-Office: 303-273-3340, Cell: 720-329-2222, 5:00 am-1:30 pm Mon-Fri. Buildings are Chauvenet, Coolbaugh, Hill, Heating Plant, Stratton, Engineering & Annex, and Library.

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, Spruce, Sorority Houses, and Fiji House.

Kendrick Jahn-Office: 303-273-3755, Cell, 720-244-0076, 6:30 am-3:00 pm Mon-Fri. Buildings are Student Center, Morgan Hall, Thomas Hall, Bradford Hall, Randall Hall, Wellness Center, Aspen, CASA. Daytime coverage for McNeil and Afternoon Coverage Wed-Fri Athletics, GRL, GRL-A, CC-1 & CC-2.

Devon Cannon-Office: 303-273-3858, Cell 303-408-7275, 6:30 am-5:00 pm Sat-Tue, Buildings are Rec Center, Volk Gym, Athletics Complex, International Programs, McBride Honors, EMI, Writing Center, McBride, WISEM, Title IX, Molly, Coolbaugh House, GRL, GRLA, 812 16th, Student Center, Ford, Mines Park CC1&2, Survey Shack, McNeil Hall, 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.



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, Writing Center, McBride, WISEM, Title IX, Moly, Coolbaugh House, 812 16th, Molly, Welcome Center, Spruce & Jackson Fitness Lab, GRL, 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.

Dave Lawler - Custodial After Hours Manager Office: 303-384-2115 Cell: 303-356-2532
Sunday-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.



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Available Services:

Buildings are cleaned using the following priority list except during inclement weather. During these times building entrances both inside and out become number one priority with reduced service in all the other areas.

- Classrooms
- Restrooms
- Entrances
- Offices
- Hallways
- Laboratories
- Locker/Changing Rooms
- Swimming Pool Area
- Pest Control

Routine Custodial Services

Offices:

- **Daily:**
 - M-F Outside door handles wiped and disinfected.
 - **Weekly:**
 - Custodian will move desk and table chairs. All areas will be vacuumed to include under the recycle and trash containers. Furniture will be placed back where it was found.
 - Touch points cleaned, wiped and disinfected.
 - **Monthly:**
 - Thorough cleaning and disinfecting of all surfaces to include light switches and doorknobs, etc.
 - **Annually:**
 - Carpets will get shampooed, and all exposed edges cleaned. Customer will need to remove all items from the floor that should be cleaned. 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, windowsills, and desk can be done upon request via the work order system. Customers must remove all easily movable 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, Break Rooms and Kitchens:

All touch points will be wiped and disinfected daily.

- **Daily:**
 - M-F Trash containers emptied, liner replaced weekly or when necessary. Wipe and disinfect open surfaces.
 - Paper towels and soap dispenser will be refilled as needed.
- **Two times per week:**
 - Slim Jim recycle containers emptied. (More often if needed)



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- **Weekly:**
 - Outside surface of Microwave, refrigerator, countertops and sink are wiped clean and disinfected.
 - Floors sweep/mopped and/or vacuumed.
- **Monthly:**
 - Thorough deep cleaning, wiping, and disinfecting of all surfaces to include light switches and doorknobs, floors etc.
- **Annually:**
 - Floors scrubbed, waxed and/or shampooed.

Note: Custodians do not clean the inside of refrigerators, microwaves or stoves. For appliance cleaning please reference Non-Routine Service Request listed below on pg. 9.

Stairwells:

- **Daily:**
 - Touch points will be disinfected daily to include handrails, exiting, and entering door handles, etc.
- **Weekly:**
 - Floors/steps swept/mopped or vacuumed. (More often if needed)
- **Monthly:**
 - High dusting and cobweb removal.
- **Annually:**
 - Floors/stairs scrubbed, waxed and/or shampooed.

Classrooms and Auditoriums:

All touch points will be wiped and disinfected daily.

- **Daily:**
 - M-F Litter removed, trash containers emptied, and liners replaced if necessary. Floors swept/mopped and/or carpet and walkways spot vacuumed. Whiteboard/blackboard washed, and trays cleaned. Markers and erasers supplied.
 - All desktops, and chairs wiped and disinfected daily with atomizing disinfectant machine.
- **Weekly:**
 - Floors sweep/mopped and/or vacuumed.
 - Clean around white board and light switch of smudges, horizontal open surfaces dusted.
- **Monthly:**
 - Thorough cleaning, wiping and disinfecting of all surfaces to include light switches and doorknobs, floors, etc, with atomizing disinfectant machine.
- **Annually:**
 - Floors scrubbed, waxed and/or shampooed.

Note:

Erasers and Markers furnished by custodial for all classrooms. A supply of four markers (variety of colors) and one eraser will be supplied for each white board. More added upon request.

Custodial staff is not responsible for cleaning department equipment to include computer screens, keyboards or monitors.



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Conference Rooms:

All touch points will be wiped and disinfected daily.

- **Daily M-F:**
 - Trash containers emptied and liners replaced if necessary.
 - Floors spot mopped and/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.
 - Floors sweep/mopped and/or vacuumed.
- **Monthly:**
 - Thorough cleaning, wiping, and disinfecting of all surfaces to include light switches and doorknobs, floors, etc.
- **Annually:**
 - Floors scrubbed/waxed and/or carpets shampooed.

Student Practice Rooms, Study Rooms, and Library Stacks

All touch points will be wiped and disinfected daily.

- **Daily M-F:**
 - Trash containers emptied and liners replaced if necessary.
 - Floors spot mopped and/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.
 - Floors sweep/mopped and/or vacuumed.
- **Monthly:**
 - Thorough cleaning, wiping, and disinfecting of all surfaces to include light switches and doorknobs, etc.
- **Annually:**
 - Floors scrubbed/waxed and/or carpets shampooed.

Teaching Laboratories

Door handles and light switches wiped and disinfected daily.

- **Daily M-F:**
 - Trash containers emptied and liners replaced if necessary.
 - Paper towel and soap dispensers refilled as needed.
- **Weekly:**
 - Floor swept and mopped.
- **Semi- Monthly:**
 - Horizontal surfaces dusted, excluding near equipment.
- **Annually:**
 - Floors scrubbed/waxed and/or carpet shampooed
 - Custodial supervisor will schedule waxing of lab with lab coordinator.



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Research Laboratories

Door handles and light switches wiped and disinfected daily.

- **Daily M-F:**
 - Trash containers emptied and liners replaced if necessary.
 - Paper towel and soap dispensers refilled as needed.
- **Weekly:**
 - Floor swept and mopped.
- **Semi- Monthly:**
 - Horizontal surfaces dusted, excluding near equipment.
- **Annually:**
 - Floors scrubbed and waxed.
 - Custodial supervisor will schedule waxing of lab with lab coordinator.

Locker rooms and Showers

All touch points will be wiped and disinfected daily.

- **Daily:**
 - Trash containers emptied and liners replaced if necessary.
 - Toilets, sinks, mirrors cleaned and disinfected.
 - Showers are cleaned and disinfected with automizing disinfectant machine.
- **Weekly:**
 - Floors, sinks, toilets, showers are hosed down, scrubbed and disinfected with automizing disinfectant machine.
- **Monthly:**
 - A complete power wash, floor scrubbing, and deep cleaning of the entire locker room to include all restrooms fixtures, mirrors, floors and showers.
 - All areas disinfected with atomizing disinfectant machine.

Male Hall & Weaver Towers Suite Restrooms

- **Weekly:**
 - Toilets, sinks, showers, and mirrors cleaned and sanitized, floors swept and mopped, supplies restocked.
- **Annually:**
 - Restrooms deep cleaned.
 - Suite carpet shampooed

Elm Hall, Spruce Hall, Sororities, and Traditional Halls Restrooms

- **Daily M-F:**
 - Toilets, sinks, showers, and mirrors cleaned and sanitized, floors swept and mopped, supplies restocked.
- **Weekly:**
 - Floors scrubbed and deep cleaned.
- **Annually:**
 - Restroom power washed and deep cleaned.
 - Common area carpet shampooed.



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Resident Life Public Restrooms

- **Cleaned daily M-F, in some heavy use areas twice daily:**
 - Toilets, sinks, showers, and mirrors cleaned and sanitized.
 - Supplies stocked.
 - Floors swept and mopped

Resident Life Laundry Rooms

All touch points will be wiped and disinfected daily.

Daily M-F:

- Washer and dryers wiped down and disinfected.
- Floors swept and mopped

Common Space in the Academic and Student Living Areas

All touch points will be wiped and disinfected daily.

- **Daily M-F:**
 - Spot vacuum, entry mats 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.
 - Common area carpet shampooed.

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 a week by Custodial Staff.

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

Trash

- Office Occupants are responsible for emptying desktide trash and recycle. Larger trash/recycle Slim Jim's have been located in hallways, kitchens, lounges, and other common areas.
- Common area trash removed daily Monday-Friday from most buildings.
- Recycle totes will be emptied Tuesday and Thursday



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Non-Routine Service Requests

To schedule non-routine services such as upholstery cleaning, appliance cleaning, window blind cleaning...etc., please submit a request for an estimate through the work order system Famis.

Facilities Management will contact you and provide an estimate. If agreed upon by FM designee and department designee, FM representative will schedule the work to be performed. For work scheduled through an outside contractor a department index number will be required for billing purposes. Some requests may just require in-house labor (for which there is no charge), but in certain circumstances materials costs may be billed to the department with these non-routine service requests.

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

Custodial cleans building windows (1-3 floors) on a yearly rotation of 1-2 years. An outside contractor is also used to clean larger and higher buildings. Due to many factors, (special equipment needs, weather, budget...etc.) we provide window cleaning services for the outside windows on a 3–4-year rotation.

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 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. Please call Public Safety (after hours) or Access Services during the day. Custodial Staff will lock any unoccupied office when finished cleaning. These limitations are not intended to deny services or create inconvenience; it is our policy to protect campus property and to ensure the safety of everyone.