

# CUSTODIAL SERVICES

## Restrooms

Daily: Restock supplies  
Remove trash  
Clean & disinfect

## Offices

Twice a week: Remove trash & recycle  
Weekly: Vacuum & dust  
Brush chairs  
Dust all vertical and horizontal surfaces

## Laboratories (Wet/ Dry Labs)

Daily: Remove trash  
Twice a week: Remove recycle  
Weekly: Sweep & dust/ wet mop

## Classrooms & Conference Rooms

Daily: Remove trash  
Clean boards  
Spot clean floors  
Twice a week: Remove recycle  
Weekly: Clean tables & desks  
Mop & vacuum

## Public Areas (Lobbies, Elevators & Corridors)

Daily: Remove trash  
Dust, mop & vacuum  
Spot damp mop  
Police water fountains  
Twice a Week: Remove recycle  
Weekly: Spot clean door glass,  
Switches & signage  
Damp mop

## Interior Stairwells

Daily: Remove trash  
Twice a Week: Remove recycle  
Weekly: Police litter  
Dust, mop & vacuum  
Spot clean

## Kitchen Areas

Daily: Remove trash  
Wipe counter tops & sink  
Twice a Week: Remove recycle  
Weekly: Vacuum & damp mop

## Other custodial requests

Contact the service center

## ANNUAL SERVICES

Strip/refinish or scrub and recoat floors

Carpet cleaning

## ADDITIONAL SERVICES

Strip and refinish floors

\$40.29 / hour

Carpet cleaning

\$40.29 / hour

Window cleaning

Call for quote

Increased level custodial services

\$26.86 / hour

Custodial day porter service

\$26.86 / hour

After hours/ weekend service

\$40.29 / hour

*Rates effective through June 30, 2014*

## FACILITIES SERVICES CONTACTS

### Supervisor, Campus Services

Carl Thompson: [clthomps@uchicago.edu](mailto:clthomps@uchicago.edu)  
(773) 834-1432

### Facilities Managers

Kevin Ahn: [kahn2@uchicago.edu](mailto:kahn2@uchicago.edu), (773) 702-5722  
Dan Larson: [drlarson@uchicago.edu](mailto:drlarson@uchicago.edu), (773) 834-1617  
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### Work Center

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(773) 834-1414