

WKU Building Services

Frequency of Services

These services reflect weekly, monthly, and annual services that are typically provided by our unit across campus. Note: Absence of staff, vacations, and vacancies can affect the level of services provided to office areas. Focus is always given to public spaces (classrooms, hallways, lobbies, stairwells, entrances, elevators, etc. Note: Trash / recycle can be left one night as long as there is no food or drink residue in liner or it is not full.

Daily

1. Trash / recycle collection in all responsible areas – according to pickup schedules.
2. Maintain clean trash cans within responsible areas – spot clean as needed.
3. Spot sweeping, dust mopping, spot vacuuming and/or mopping in all responsible areas (offices, corridors, stairwells, lobbies, etc).
4. Carpet stain spotting and cleaning as needed.
5. Complete cleaning of entrances: sweeping, vacuuming, mopping, dusting, and glass cleaning.
6. Complete restroom, shower and/or locker room cleaning and disinfecting – public restrooms.
7. Spot cleaning of walls, windows, and surfaces in all responsible areas (offices, corridors, stairwells, lobbies, etc).

Weekly

1. Detail dusting of all high and low surfaces; performed on a rotation schedule within assigned BSA's areas.
2. Complete dust mopping, mopping and/or vacuuming in all responsible areas (offices, corridors, stairwells, lobbies, etc.)

Monthly

1. Extracting or bonnet cleaning of carpets as needed.
2. Clean vents and light covers as needed.
3. Complete window and window blind cleaning.
4. Buff hard floor surfaces as needed to maintain durability and luster of finish.

Annually

1. Deep cleaning of all services to include:
 1. Stripping finish and reapplication of new finish ONLY in areas absolutely necessary. Using the BOOST process for floors is preferred.
 2. Top scrubbing and reapplication of new finish.
 3. Extraction of carpets as needed.
 4. Thorough cleaning of all surfaces from top to bottom (lights, vents, walls, windows, blinds, furniture, floors, trash cans, etc.)