



New York Medical College Policy and Procedure Manual

Section: MAINTENANCE MANAGEMENT	No.: FM.201
	Date: March 24, 1994
Subject: HOUSEKEEPING	Page 1 of 5
	Supersedes:

I. Purpose

To establish guidelines for the cleaning of College facilities.

II. Scope

This policy applies to all College owned or leased facilities.

III. Definition

Housekeeping - the maintenance cleaning of occupied interior areas of buildings.

IV. Policy

It is the policy of New York Medical College to maintain an appropriate level of cleanliness in its facilities to create a suitable environment for faculty, staff, students and visitors.

V. Procedure

A. The College shall establish standards and frequencies (see attached **Work Standards**) for the cleaning of all areas in its facilities including:

1. General cleaning
2. Lavatory cleaning
3. Floor care

B. A cleaning contractor may be retained to perform the required work.

1. Monitoring of the contractor's performance shall be conducted by the Facilities Management Department.

Issued By:

Approved By:

VI. Responsibility**A. Cleaning Contractor**

1. Perform the maintenance cleaning required by the contract specifications.

B. College Community

1. Notify the Facilities Management Department of any observed instances of omitted or sub-standard work.

C. Facilities Management Department

1. Establish a cleaning specification for College facilities.
2. Select and monitor the performance of a cleaning contractor.
3. Provide advice and guidance with respect to the interpretation and administration of this policy.

WORK STANDARDS
SERVICES TO BE PERFORMED
GENERAL CLEANING

FREQUENCY
OF SERVICE

- | | | |
|-----|--|-----------|
| 1. | Empty baskets and other receptacles. | Daily |
| 2. | Remove rubbish to pre-designated area in plastic liners. | Daily |
| 3. | Empty and damp-wipe all ashtrays. | Daily |
| 4. | Dust office furniture, window sills and all other surfaces up to 84" high. | Daily |
| 5. | Clean all drinking fountains and polish bright work and sanitize same. | Daily |
| 6. | Clean and maintain all elevator cabs and tracks. | Daily |
| 7. | Clean entry door glass and wipe metal trim. | Daily |
| 8. | Leave on designated night lights, secure doors and windows. | Daily |
| 9. | Maintain janitor's closets, and clean related equipment. | Daily |
| 10. | Spot clean all interior partition and door glass.
Weekly | |
| 11. | Clean entrance sidelights and transoms.
Staff | Day |
| 12. | High-dust partitions, pipes, vents, moldings.
Quarterly | |
| 13. | Dust all venetian blinds. | Quarterly |

14. Remove fingermarks from woodwork, walls and partitions.
Quarterly

WORK STANDARDS
SERVICES TO BE PERFORMED
LAVATORY CLEANING

FREQUENCY
OF SERVICE

- | | |
|---|-----------|
| 1. Damp-wipe exterior lavatory waste receptacles. | Daily |
| 2. Clean and disinfect lavatory fixtures and floors. | Daily |
| 3. Clean, service lavatory dispensers from client's stock. | Daily |
| 4. Spot clean lavatory walls and stall partitions.
Daily | |
| 5. Clean lavatory mirrors and bright work on sinks.
Daily | |
| 6. Damp-wipe lavatory walls, tile portions only.
Weekly | |
| 7. Remove fingermarks from woodwork, walls and partitions.
Monthly | |
| 8. Power-scrub all lavatory flooring. | Quarterly |

WORK STANDARDS
SERVICES TO BE PERFORMED
FLOOR CLEANING

	FREQUENCY OF SERVICE
1. Sweep and/or dust-mop (hard floor) areas.	Daily
2. Wet-mop all traffic lanes, where spillage has occurred.	Daily
3. Vacuum all carpeted areas (soft floors).	Daily
4. Spot-clean all carpeting.	Daily
5. Sweep, dust, stairwells, landings, handrails.	Daily
6. Wet-mop stairwells.	Weekly
7. Spray buff entry vestibule.	Every other day
8. Spray buff all public tile hallways and corridors.	Weekly
9. Spray buff all general office tile traffic lanes. month	Twice a
10. Spray buff all interior office tile.	Twice a month
11. Strip and refinish all tile floor surfaces and clean all baseboards and furniture bases-Summer Recess.	Annually