



## Cleaning Tasks, Frequencies, and Responsibilities

The Custodial Services department in Facilities and Grounds will provide sanitation services during all phases of UWG's Return to Work. Sanitation services are routinely performed by Facilities staff on a scheduled basis and adhere to predetermined frequencies and quality standards. These duties do not substitute for safe work practices by individual employees and departments in maintaining good hygiene in their immediate and shared workplaces. Although we endeavor to adhere to these frequencies and standards, public, high-touch, and high-traffic areas will be prioritized, and service to other areas may sometimes be delayed or rescheduled. Special cleaning requests are subject to advance scheduling and availability of personnel.

- Please direct questions or work requests to [WIC@westga.edu](mailto:WIC@westga.edu)

### Custodial Services Responsibilities

Custodial Services Responsibilities	After Each Use	Multiple Times Daily*	Daily	Weekly	Special Request
Entrances, lobbies, building corridors, atria, stairwells, vending rooms	×	×	☑	×	×
Public Restrooms	×	☑	×	×	×
Commons (public, student, study, dining) including furniture	×	☑	×	×	×
High-touch areas (doorknobs, light switches, elevator buttons, stair railings, drinking fountains, faucets, vending machine buttons, dispensers, keypads)	×	☑	×	×	×
Designated public interaction and transaction locations (students, parents, the public, patrons, campus partners, etc.)	×	☑	×	×	×
Office service spaces (internal circulation spaces, copy and mail rooms, storage and file spaces, kitchens, break rooms, etc)	×	×	☑	×	×
Office conference rooms	×	×	☑	×	×
Cleaning of individual office spaces (private offices, cubicles, shared offices)	×	×	×	☑	×

<b>Custodial Services Responsibilities</b>	<b>After Each Use</b>	<b>Multiple Times Daily*</b>	<b>Daily</b>	<b>Weekly</b>	<b>Special Request</b>
Empty trash and recycling in office service spaces and, including individual office trash containers placed outside door.	×	×	☑	×	×
Empty trash and recycling in individual offices.	×	×	×	☑	×
Cleaning and disinfection of dining and serving areas	×	×	☑	×	×
Instructional spaces (classrooms, lecture halls, labs, studios)	×	×	☑	×	×
Research labs (except work surfaces)	×	×	☑	×	×
Library general cleaning	×	×	☑	×	×
Library study spaces/carrels	×	☑	×	×	×
Meeting rooms and event spaces	×	×	☑	×	☑
Gyms, fitness, recreational rooms	×	×	☑	×	☑
Athletic/recreation locker and shower rooms	×	×	☑	×	×
Bleachers and coliseum seating	☑	×	×	×	☑
Outdoor furnishings	×	×	×	☑	×
Residence Hall lobbies and commons	×	×	☑	×	×
Residence rooms, apartments and baths following occupancy	×	×	×	×	☑
Cleaning & disinfection of residence quarters following presumptive or confirmed COVID-19 infection (performed by contractor)	×	×	×	×	☑
Cleaning and disinfection of employee workspace following presumptive or confirmed COVID-19 infection (performed by facilities or contractor)	×	×	×	×	☑

*\*Frequency of cleaning subject to availability of custodial staff, level of activity, and prioritization of work assignments.*

## Individual and Departmental Responsibilities Table

Individual and Departmental Responsibilities	After Each Use	Multiple Times Daily*	Daily	Weekly	Special Request
Shared office surfaces (conference rooms, copy machines, printers, phone, file cabinets, kitchens, appliance handles, break rooms, etc)	☑	×	×	×	×
Shared computers, keyboard, mouse, touchscreen, tablet, remote controls	☑	×	×	×	×
Time clocks and keypads	×	☑	×	×	×
Transaction counters and shields	×	☑	×	×	×
Personal keyboard, mouse, printer, phone	×	×	☑	×	×
Personal office surfaces (desk, chair, file cabinets)	×	×	☑	×	×
Fitness equipment	☑	×	×	×	×
Food preparation and storage areas and equipment	×	☑	×	×	×
Cleaning and disinfection of dining tables and seating	×	☑	×	×	×
SAM key boxes	☑	×	×	×	×
Transit buses seating, rails,	×	☑	×	×	×
Personally assigned state vehicle	×	×	☑	×	×
Shared vehicles and carts	☑	×	×	×	×