



Clemson University strives to provide the faculty, staff, students & guests with a healthy and clean environment. Therefore, please contact us with any concerns, and we will address them in a timely manner.

We appreciate any attempts to keep our campus clean;

Thank you for doing your part to help.

## CONTACT INFORMATION

### **Custodial Main Office**

University Facilities Center, Building A  
280 Seneca Creek Rd  
Seneca, SC 29678

### **Alternate Numbers**

Wanda Smith: (864) 643-6449  
Brian Davidson: (864) 650-8337  
Reggie Hawthorne: (864) 376-6105

### **Recycling and Solid Waste (Landfill) Contact Information**

Work Order Request: (864) 656-5450  
Dave VanDeventer: (864) 643-6030



## CUSTODIAL CUSTOMER SERVICE GUIDE

What We Clean

How Often We Clean It

May 2025

# TASKS

## Classrooms

Frequency	Task	Details
3x Weekly	Pick Up Debris	Large debris moved before sweeping/vacuuming
	Clean Boards	Boards and trays wiped
Weekly	Clean Furniture	Instructors table and lectern cleaned
	Clean Floors	Dust, mop, or vacuum
	Clean Surfaces	Students desk/ tables, door frames and light switches
Monthly	Dust	HVAC vents, window sills and baseboards dusted
Yearly	Clean White Boards	White boards are washed

What to Expect: Between weekly and/or monthly surface cleanings, dust build-up and fingerprints will be noticeable. There are no trash cans in classrooms; Please use recycling stations in hallway.



# ADDITIONAL SERVICES

Customers interested in additional services beyond what is listed will be accommodated as possible, and it may be on a chargeback basis. Our chargeback rate is \$27.00/hr. Due to staffing workload, some requested work may be charged at the overtime rate.

## Most Requested Services



# Break Rooms/ Community Kitchens

Frequency	Task	Details
Daily	Pick Up Debris	Large debris moved before sweeping/vacuuming
	Clean Countertops	Clean surfaces, not dishes
	Empty Bins	Recycling/ trash bins emptied as needed
	Clean Furniture	Tables and chairs will be wiped down
	Clean Surfaces	Door frames and light switches will be cleaned
Weekly	Clean Floors	Dust, mop or vacuum
Monthly	Dust	HVAC vents, window sills and baseboards dusted

What to Expect: Break rooms will be checked daily and cleaned as used. Users are responsible for cleaning sink, microwave, fridge, toaster, etc.

# Research Laboratories

Frequency	Task	Details
Monthly	Clean Floors	Dust mopped and wet mopped
	Empty Non-Hazardous Trash	If prohibited items are visible in the trash, it will not be emptied. If the trash is full prior to the normal service day, you may place the can outside the door and we will empty it and replace the liner.
	Empty Paper Recycling Bins (if available)	Please take all other recycling materials to recycling stations



What to Expect: Occupants are responsible for cleaning all countertops, desktops and other surfaces where experiments are performed. Custodians will not move items on the floor or clean up wet spills/chemicals on the floor. Floors will not be waxed.

**\*Laboratories where chemicals , biohazards, radiation, lasers and/or strong magnets are used as part of teaching or research**

## Recycling

### Overview

Recycling stations are conveniently located throughout the building. Please place your recyclables and trash in the appropriate bins at these stations. We recycle paper, bottles, cans and cardboard in every building on campus. We also recycle other items including electronics, toner cartridges, and pallets when quantities make it feasible.

### Secure Shredding

This should be used for documents that contain personal identifying information such as social security numbers and drivers license numbers. Secure shredding at Clemson is carried out by a contractor. Secure shredding bin requests can be made at one-time request, or as a bi-weekly, monthly, or bi-annual basis. To request secure shredding, please email [recycling@clemson.edu](mailto:recycling@clemson.edu). Upon receiving your request, we will submit it to the shred vendor for service on their next scheduled service date.

# Halls and Lobbies

Frequency	Task	Details
Daily	Pick Up Debris	Large debris moved before sweeping/vacuuming
	Glass	Entrance glass below 8 ft will be spot cleaned
	Empty Bins	Recycling/ trash bins emptied as needed
	Clean Floors	Dust, mop or vacuum
Weekly	Clean Furniture	Tables and chairs will be wiped down
	Clean Surfaces	Door frames and light switches will be cleaned
Monthly	Dust	HVAC vents, window sills and baseboards dusted

What to Expect: Carpet and tile are clean, but may be worn in high-traffic areas. Some carpet/ tile stains may remain if we are unable to remove them.

# Offices

Frequency	Task	Details
Twice Monthly	Pick Up Debris	Large debris moved before sweeping/vacuuming
	Clean Floors	Dust, mop, or vacuum
	Empty Paper Recycling Bins	You are responsible for your trash and other recyclables. Please utilize recycling stations

What to Expect: Occupants are responsible for cleaning their desks and any shelves that have their personal belongings (including any decor). Dirt build-up may be visible near floor boards

# Stairwells

Frequency	Task	Details
2x Weekly	Pick Up Debris	Large debris moved before sweeping/vacuuming
	Clean Floors	Dust, mop, or vacuum
	Clean Surfaces	Hand rails and light switches cleaned
Monthly	Dust	HVAC vents, window sills and baseboards dusted

What to Expect: Carpet and tile are clean, but may be worn in high-traffic areas. Some carpet/ tile stains may remain if we are unable to remove them.

# Restrooms

Frequency	Task	Details
Daily	Pick Up Debris	Large debris moved before sweeping/vacuuming
	Stock Supplies	Dispensers are checked and filled as needed
	Empty Bins	Recycling/ trash bins emptied as needed
	Clean Fixtures	All fixtures are cleaned and sanitized
	Clean Floors	Dust, mop, or vacuum

What to Expect: Ensure that all lights work, all dispensers/ faucets/ door handles/ fixtures are clean. All supplies should be stocked. Toilets, showers, sinks and floors are cleaned and disinfected

# Conference Rooms

Frequency	Task	Details
Daily	Pick Up Debris	Large debris moved before sweeping/vacuuming
	Clean Boards	Boards and trays wiped
	Empty Bins	Recycling/ trash bins emptied as needed
Weekly	Clean Furniture	Tables and chairs will be wiped down
	Clean Floors	Dust, mop, or vacuum
Monthly	Clean Surfaces	Door frames and light switches will be cleaned
	Dust	HVAC vents, window sills and baseboards dusted

What to Expect: Conference rooms will be checked daily and cleaned as used.

## SUSTAINABLE CLEANING

Chemicals used will be safe and effective: We avoid using chemicals that may affect people with asthma. We ensure to use the most environmentally friendly product

