



**Policy Number: 830.4**  
**Title: Custodial Building Inspections**  
**Implementation Date: January 27<sup>th</sup>, 2014**  
**Last Revised:**

### **Introduction**

The Custodial Department of Facilities Management makes every effort to maintain high cleaning standards. In order to ensure that these high cleaning standards are implemented and maintained on a regular basis, random building inspections will be conducted and a written evaluation generated.

### **Purpose**

The purpose of this policy is to standardize the custodial inspection and evaluation process, providing a useful mechanism for custodial management to assess the level of service being provided and implement improvements when needed, thereby maintaining a high cleaning standard at all times.

### **Scope**

This policy shall apply to all custodial employees in Facilities Management.

### **Procedures**

1. One floor and/or building (facility dependent) per month will be inspected by a lead worker or other assigned personnel using the appropriate attached custodial inspection sheet.
2. Random follow-up building inspections will be conducted by supervisors for quality assurance purposes. Areas to be inspected will be forwarded to the Director of Facilities the week of the inspection(s).
3. The completed inspection sheet will be reviewed by the custodial supervisor and shared with the Leadworker responsible for the area. The Leadworker will then review the form with the custodian responsible for the area inspected. The signature of the custodian will be required.
4. The custodial department manager, associate director, or director will initial all completed inspection sheets, indicating that he/she has reviewed the assessment.

5. Custodial building inspection sheets may be kept on file in the office of the respective custodial departmental director, associate director, or manager.
6. A copy of the completed custodial inspection sheet may be shared with the building coordinator and/or resident director.
7. Custodial inspection sheet scores will be evaluated using the following thresholds:
  - a. The departmental goal is 80
  - b. A score of 70 or above is considered satisfactory
  - c. Scores under 70 will require a written action plan for improvements
8. Follow up inspections will be made when an area achieves less than a satisfactory score of 70 or repeats of the same deficiency.
9. Custodial inspection sheet scores will be used to assist in the employee's annual evaluation.

### **Responsibilities**

All Facilities Management employees are responsible for adhering to this policy. All Facilities Management directors and supervisors will ensure that their subordinates adhere to this policy. Facilities Management employees who fail to comply with this policy may be subject to disciplinary action for noncompliance with University policies.

### **References**

Facilities Management Policy #830.2 – Custodial Services Orientation Handbook

### **Contact Person**

Main Campus – Associate Director of Custodial Services

Housing Facilities – Associate Director of Housing Facilities

Health Sciences Campus – Associate Director of Health Sciences Campus Facilities

### **Forms**

A copy of the "Custodial Inspection Sheets" for the main campus, health sciences campus, and housing facilities are attached as Appendix A.

**Approved by:** William B Rasnick, Jr.  
William Brady Rasnick, Jr., Associate Vice President, Facilities Management

**Date approved:** 10/29/13

**Appendix A**

**Main Campus Custodial Inspection Sheet**

Date \_\_\_\_\_

Building \_\_\_\_\_

Floor \_\_\_\_\_

Inspected By \_\_\_\_\_

Custodian \_\_\_\_\_

Score	Area	Score	Area
	1. Entranceways inside/outside 15'		2. Halls
	a. Dust, cobwebs, and debris visible		a. Dust, cobwebs, and debris visible
	b. Hand/fingerprints on glass or frame		b. Stains and spots of floors clearly visible
	c. Stains/spots on floors/mats clearly visible		c. Water fountains require cleaning
	Area Total		Area Total

	3. Restrooms		4. Stairs/Elevators
	a. Floor shows stains and urine present		a. Stains and spots clearly visible
	b. Sinks/mirrors signs of dirt and handprints		b. Elevator tracks/handrails need cleaning
	c. Dust, cobwebs, and debris.		c. Dust, cobwebs, and debris visible
	d. Toilets and/or urinals require sanitizing		Area Total
	e. Dispensers require refilling		
	f. Stalls/dividers require cleaning.		
	Area Total		

	5. Offices		6. Classrooms/Labs
	a. Trashcans/recycling bins require emptying		a. Trashcans/recycling bins require emptying
	b. Dust, cobwebs, and debris visible		b. Dust, cobwebs, and debris visible. Chalk/white boards require cleaning
	c. Windows/blinds require cleaning		c. Windows/blinds/sills require cleaning
	d. Stains and spots on floors clearly visible		d. Stains and spots on floors clearly visible
	Area Total		Area Total

	7. Lighting		8. Air Ducts
	a. Burnt out lights requiring replacement		a. Dust build up on grills or exposed duct
	8. Custodial Closet		
	a. Closet has a neat and clean appearance		
	b. All cleaning chemicals are clearly labeled		
	c. Equipment clean and cords neatly wrapped		
	Area Total		
	Building Total		

ANY SCORE BELOW 70 WILL BE RE-INSPECTED  
WITHIN 7 DAYS

Each item are evaluated on a score of 1-5. 5-Excellent, 4-Above Average, 3-Average, 2-Below Average, and 1-Unacceptable. All scores are added together to find the building score. 90-100 Excellent, 80-89 Above Average, 60-79 Average, 40-59 Below Average, and 39 or below Unacceptable.

**NOTES**

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## COM Custodial Inspection Sheet

Date \_\_\_\_\_ Time \_\_\_\_\_ Building \_\_\_\_\_  
 Floor \_\_\_\_\_  
 Inspected By \_\_\_\_\_ Custodian \_\_\_\_\_ Shift \_\_\_\_\_

Score	Area	Score	Area
<b>1. Entryways</b>		<b>2. Halls</b>	
	a. Dust bunnies, cobwebs, and debris visible		a. Dust bunnies, cobwebs, and debris visible
	b. Hand/fingerprints on glass or frame		b. Stains and spots of floors clearly visible
	c. Stains and spots on floors clearly visible		c. Water fountains require cleaning
	Area Total		Area Total

<b>3. Restrooms</b>		<b>4. Stairs</b>	
	a. Floor shows stains and urine present		a. Stains and spots on stairs clearly visible
	b. Sinks show signs of dirt and handprints		b. Dirt and foot tracking clearly visible
	c. Floors require sanitizing		c. Dust bunnies, cobwebs, and debris visible
	d. Toilets and/or urinals require sanitizing		Area Total
	e. Dispensers require refilling		
	f. Mirrors require cleaning		
	Area Total		

<b>5. Offices</b>		<b>6. Classrooms/Labs/Conference Room</b>	
	a. Trashcans require emptying		a. Trashcans require emptying
	b. Dust bunnies, cobwebs, and debris visible		b. Dust bunnies, cobwebs, and debris visible
	c. Windows/blinds require cleaning		c. Windows/blinds require cleaning
	d. Stains and spots on floors clearly visible		d. Stains and spots on floors clearly visible
	Area Total		Area Total

<b>7. Custodial Closet/Cart</b>		<b>8. Air Ducts</b>	
	a. Clean and Chemicals properly marked		a. Dust built up on grills or exposed duct

Building Total Score

Each of the 25 individual items are evaluated on a score of 1-4. 4-Excellent, 3-Acceptable, 2-Poor, and 1-Unacceptable. All scores are added together to find the building score. 90-  
 100 Excellent, 80-89 Above Avg, 70-79 Average, 60-69 Below Avg, 50-59 Poor and below 49 Unacceptable.

### NOTES

Follow-up Required	Yes	No	Comments

Date: \_\_\_\_\_ Comments \_\_\_\_\_

Custodian \_\_\_\_\_  
 Lead/Supervisor \_\_\_\_\_  
 Assoc Director \_\_\_\_\_

C:\Users\jee\Documents\Policies and Procedures Project\COM Custodial Inspection Form.xls

# Housing Custodial Inspection Sheet

Date \_\_\_\_\_ Time \_\_\_\_\_ Building \_\_\_\_\_  
 Inspected By \_\_\_\_\_ Floor \_\_\_\_\_  
 Custodian \_\_\_\_\_ Shift \_\_\_\_\_

Score	Area	Score	Area
	<b>1. Entryways</b>		<b>2. Halls</b>
	a. Dust bunnies, cobwebs, and debris visible		a. Dust bunnies, cobwebs, and debris visible
	b. Hand/fingerprints on glass or frame		b. Stains and spots of floors clearly visible
	c. Stains and spots on floors clearly visible		c. Water fountains require cleaning
	Area Total		Area Total

	<b>3. Restrooms and Showers</b>		<b>4. Stairs</b>
	a. Floor shows stains and urine present		a. Stains, spots, dirt, foot tracking clearly visible
	b. Sinks show signs of dirt and handprints		b. Dust bunnies, cobwebs, and debris visible
	c. Floors require sanitizing		Area Total
	d. Toilets and/or urinals require sanitizing		
	e. Dispensers require refilling		<b>6. Kitchens and Laundries</b>
	f. Mirrors require cleaning		a. Trashcans emptied and floors cleaned
	Area Total		b. Dust bunnies, cobwebs, and debris visible
			c. Windows/blinds require cleaning
			Area Total

	<b>5. Lobbies</b>		<b>8. Air Ducts</b>
	a. Trashcans require emptying		a. Dust built up on grills or exposed duct
	b. Dust bunnies, cobwebs, and debris visible		Area Total
	c. Windows/blinds require cleaning		
	d. Stains and spots on floors clearly visible		<b>9. Building Exterior</b>
	Area Total		a. No trash or cigarette butts on grounds
			Area Total

	<b>7. Lighting</b>		<b>10. Laundry Rooms</b>
	a. Burned out lights requiring replacement		a. Clean and free of debris, including machines
	Area Total		Area Total

Building Total Score	
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Each of the 25 individual items are evaluated on a score of 1-4. 4-Excellent, 3-Acceptable, 2-Poor, and 1-Unacceptable. All scores are added together to find the building score. 90-100 Excellent, 80-89 Above Avg, 70-79 Average, 60-69 Below Avg, 50-59 Poor and below 49 Unacceptable.

### NOTES

Follow-up Required	Yes	No	Comments

Date: \_\_\_\_\_ Comments \_\_\_\_\_

Custodian \_\_\_\_\_  
 Lead/Supervisor \_\_\_\_\_  
 Assoc Director \_\_\_\_\_