

Custodial Maintenance

Our Custodial Staff are an essential part of Adams State University success. Maintaining the cleanliness of our facilities is crucial to provide a safe, comfortable, fully functional, and aesthetically pleasing campus environment that is conducive to teaching, learning, living, and creating the best possible experience to our Students, faculty, staff, visitors and customers to our campus.

The custodial staff is responsible for cleaning and upkeep of nearly all spaces on the Adams State campus.

Specific duties consists of servicing housing, academic and auxiliary buildings by disinfecting and sanitizing restrooms, bathrooms/showers, carpet and hard surface maintenance, sweeping, mopping, dusting, windows, removal of trash/debris, moving furniture, cleaning kitchens including stoves, refrigerators, vents, sinks and cabinets, closets, just to name a few. Special events support, and recycling within the buildings and snow removal. The goal of our custodial staff is to always strive toward a clean and pleasant environment.

SERVICES

- Routine Cleaning five times a week, of rest rooms, locker rooms/showers, corridors, entries, lobbies, stairwells, lobbies and laundry rooms. ***NOTE** 7 days a week in Athletics and residence halls.
- Weekly detailed cleaning, of offices, computer lab classrooms labs, classrooms, desks, tables, and chairs. ***NOTE** general cleaning of vacant residence halls.
- Monthly thorough detailed cleaning of restrooms, spot cleaning of carpet, maintenance of hard surface flooring and lighting.
- Semiannual detailed cleaning of residence halls, offices, furniture, carpets and hard surface flooring.
- Annual general cleaning of interior windows, carpeted and hard surface flooring, fixtures in all residence halls, academic, and auxiliary buildings, winterizing of Rex Stadium, refinish main gym floor.

INCLEMENT WEATHER DAYS

- Custodians are responsible for hand snow shoveling on campus. This additional duty takes them away from their interior duties. During inclement weather Custodial Services performs the following duties in the following order:
 - Snow shoveling
 - Restroom cleaning
 - Classroom cleaning
 - Public area cleaning
 - Laboratories and finally offices if time allows. This may mean that these latter space types are skipped for the week.

Labor Trades & Crafts

Our Labor Trades and Crafts are an essential part of Adams State University success. ASU Facilities Service Department supports the mission of the institution by providing a safe, comfortable, fully functional, and aesthetically pleasing campus community environment by assisting with set up for indoor/outdoor Special and Athletic events performed on ASU campus.

Specific duties consists of special events include but not limited to commencements, convocations, sport camps, indoor/outdoor concerts, bbq's, conferences. Transport, layout, set and take down tables, chairs, risers, platform, curtains, tents, flags, canopies, additional duties: coordinate with campus for office and construction moves, maintaining furniture requests and removal, small equipment repair, supplies, exterior pressure washing of all buildings, snow removal, performing general custodial duties, window washing, operate machinery, painting light and ballast repair, maintenance of recycling materials from collection points around campus.

SERVICES

DAILY

- Daily cleaning of facilities service building.
- Routine set-ups five times a week, of all events scheduled 7 day prior to event
- Deliver and pick up event materials: chairs, tables, podiums, risers, gym floor coverings, tents, canopies, curtains, etc.
- Equipment repair and maintenance

WEEKLY

- Coordinate with computing services and building occupants upcoming office moves.
- Coordinate with guest services and building occupants upcoming events.
- Pick up recycling materials from collection site and transports to city of Alamosa collection sites.
- Pull and distribute cleaning supplies for campus.
- Prepare supply order
- Maintenance of tables chairs and other event items

MONTHLY

- Preventive maintenance of equipment
- Inventory all events equipment

SEMI ANNUAL

- Pressure washing of all residence halls, academic, and auxiliary buildings.
- Window washing
- Annual general cleaning of interior windows, carpeted and hard surface flooring, fixtures in all residence halls, academic, and auxiliary buildings.
- Commencement setup

ANNUALY

- General cleaning of carpeted and hard surface flooring, fixtures in facilities.
- Winterizing of stadium
- Pressure washing and spider web removal of all residence halls, academic, and auxiliary buildings.
- Window washing

SNOW REMOVAL

- Snow removal as needed