

# University of Alaska Anchorage

## Areas and Cleaning Tasks along with their APPA Levels of Cleaning

Building Areas	Tasks	APPA Levels
Dining Room/Cafeteria	All Tables and chairs should be cleaned and rearranged daily, trash receptacles need to clean and disinfected, Floor Mats, Tile Floors, Walls Stainless steel, need to be cleaned every night, carpet stains need to be removed nightly, Loading Dock need to be Power washed as it may be needed.	2
Gymnasium	Street shoes are not to be worn in the Gym Floor during cleaning, need to spot clean Gym Floors, All matting floors need be swept and mopped nightly, Wooden Dance Floor will be dust mopped and damp mopped.	2
Swimming Pool Area	Cleaning standards applies to the upper Swimming Pool area, Bottom Level does not need to be cleaned.	3
Locker Rooms	All Restroom Cleaning Standards applies to the Locker, Shower and Bathroom cleaning, it must be completed before the Building opens by 6:00 am.	2
Sports Facilities, general	Sports Facilities are cleaned 7 Days a week, do not need to "unlock" Main entrance doors, best Cleaning Performance is expected daily, Disinfecting and Sanitizing will need to be daily, Track floor shall be Scrubbed eaned daily, all Food Service area Floors need to be scrubbed daily.	2
Lobbies, Vestibules Foyer	All Lobbies, carpets, hard surfaces, walls, all glass, baseboards, Kick plates, doors, Horizontal surfaces shall be dusted and clean daily.	3
Elevators	All Elevator doors, floor grooves, walls, control panel and Ledges shall be clean daily.	3
Stairs	All treads, landings, rails, walls, doors and ledges shall be dusted, clean daily.	2
Restrooms	All Sinks, toilets, urinals, floors, walls/switch plates, fixtures, partitions, mirrors, counter tops, ceiling vents, floor traps, ledges, wastebaskets/receptacles, dispensers, doors, bright works, shall be dusted, clean and disinfected daily.	2
Showers	All hard surfaces, basins, walls, glass/ledges/sills, switch plates, dispensers, fixtures, and ceilings shall be clean, disinfected and free of mold daily.	2
Corridors/Hallways, Elevator Lobbies.	Hard surfaces, carpets, walls, doors, water stations/fountains, ledges, glass, whiteboards, baseboards switch plates and surfaces over 5' shall be clean and free of dust daily.	3
Offices	Hard surfaces, doors, carpets, walls/switch plates, furniture, chairs, partitions/filling cabinets, telephones, glass/ledges/blinds/sills, wastebaskets, wall decorations, baseboards and surfaces over 5' shall be clean and dusted at least once a week.	3
Break Areas/Copy Rooms	Hard surfaces/carpets, counters/sinks, cabinets, tables/chairs, wastebaskets, walls/switch plates, telephones, dispensers and surfaces over 5' shall be clean and dusted every day.	2
Conference Rooms	Hard surfaces/carpets, tables/chairs, desktops, glass/ledges/blinds/sills, furniture, wastebaskets, walls, doors, chair rails, whiteboards, baseboards/switch plates, wall decorations and surfaces over 5' shall be clean and dusted every day.	2
Classrooms	Hard surfaces/carpets, tables/chairs, telephones, glass/ledges/blinds/sills, furniture, wastebaskets, walls, doors, wall decorations, whiteboards, chair rails, baseboards/switch plates and surfaces over 5' shall be clean and dusted every day.	2
Computer Labs	Hard surface/carpet, counters/cabinets, chairs/stools, wastebaskets, walls/doors, baseboards/switch plates, telephones, glass/ledges/blinds/sills, whiteboards, dispensers and surfaces over 5' shall be clean and dusted every day.	2
Lecture Halls	Hard surfaces, seating, tables, chairs, glass/ledges/blinds/sills, walls/doors, baseboards/switch plates, wastebaskets, whiteboards and surfaces over 5' shall be clean and dusted every day.	2
Laboratories	Hard surfaces/carpets, cabinets, chairs/stools, wastebaskets, walls, doors, telephones, glass/ledges/blinds/sills and dispensers shall be clean and dusted every day.	2
Dental Clinic	All Hard Surfaces, chairs/stools, wastebaskets, walls, doors, glass/ledges/blinds/sills, dispensers and surfaces over 5' shall be clean and dusted daily.	2
Locker Rooms	All Hard Surfaces/carpets, lockers, wastebaskets, walls/doors and surfaces over 5' shall be clean and dusted every day.	2
Study Rooms/Areas	Hard surfaces/carpets, tables/chairs, desktops, glass/ledges/blinds/sills, furniture, wastebaskets, walls, doors, chair rails, baseboards/switch plates and surfaces over 5' shall be clean and dusted every day.	3
Bridges/ Spines	Carpets, tables, chairs, heaters, ledges, glass/ ledges shall be clean and dusted every day.	3
Libraries/Library Stacks	Hard surfaces/carpets, tables/chairs, desktops, glass/ledges/blinds/sills, furniture, wastebaskets, walls, doors, chair rails, baseboards/switch plates and surfaces over 5' shall be clean and dusted every day.	2
Bookstore	Hard surfaces, carpets, walls, doors, water stations/fountains, ledges, glass, whiteboards, baseboards switch plates and surfaces over 5' shall be clean and free of dust daily.	2

# APPA APPEARANCE LEVELS DEFINITIONS

## Level 1 - Orderly Spotlessness

- Floors and base moldings shine and/or are bright and clean; colours are fresh. There is no buildup in corners or along walls
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Light all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

## Level 2 - Ordinary Tidiness

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days worth of dust, dirt, stains, or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation. Light all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

## Level 3 - Casual Inattention

- Floors are swept or vacuumed clean, but upon close observation there can be stains. A buildup of dirt and/or floor finish in corners and along walls can be seen.
- There are dull spots and/or matted carpet in walking lanes. There are streaks or splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamps all work and fixtures are clean.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

## Level 4 - Moderate Dinginess

- Floors are swept or vacuumed clean, but are dull, dingy, and stained. There is a noticeable buildup of dirt and/or floor finish in corners and along walls.
- There is a dull path and/or obviously matted carpet in walking lanes. Base molding is dull and dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks. Lamp fixtures are dirty and some lamp (up to 5 percent) are burned out.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash containers smell sour.

## Level 5 - Unkempt Neglect

- Floors and carpets are dull, dirty, dingy, scuffed, and/or matted. There is a conspicuous buildup of old dirt and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprint, all of which will be difficult to remove. Lack of attention is obvious.
- Light fixtures are dirty with dust balls and flies. Many lamps (more than 5 percent) are burned out.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

2014 Annual Price By Building

Building	Cleanable Square Footage	Office	Non Office	Other
1. Administration Building ADMN	44,427	18,568	25,859	
2. Ak Airlines Center	161,893	8,066	146,680	7,147
3. Allied Health Science AHS	22,913	2,443	20,470	
4. ANSEP	10,133	1,018	9,115	
5. Auto Diesel Technology ADT	6,546	598	5,948	
6. Beatrice McDonald Hall BMH	22,369			22,369
7. Bookstore BKS	13,099	2,243	10,856	
8. Conoco Phillips Intergraded Science Building CPISB	74,186	9,851	64,335	
9. Consortium Library LIB	187,847	15,749	172,098	
10. Ecosystem Biomedical Health Laboratory EBL	6,847	1,542	5,305	
11. Edward and Cathryn Rasmuson Hall RH	69,883	13,801	56,082	
12. Engineering Building ENGR	33,431	6,140	27,291	
13. Eugene Short Hall EHS	15,740	2,134	13,606	
14. Fine Arts Building ARTS	71,269	4,465	66,804	
15. Fireside Café	3,890		3,890	
16. Gordon Hartlieb Hall GHH	15,788	2,903	12,885	
17. Health Science Building	48,489	9,343	39,146	
18. Lucy Cuddy CUDY	20,182	615	14,192	5,375
19. Nature Science Building NSB	18,869	2,027	16,842	
20. Professional Studies Building PSB	65,942	20,816	45,126	
21. Sally Montserud Hall SMH	18,862	1,170	17,692	
22. Social Science Building SSB	44,269	8,777	35,492	
23. Student Union SU	38,598	235	38,363	
25. University Lake Building ULB	15,319	6,930	8,389	
24. University Lake Building Annex	6,935	4,211	2,724	
26. Wells Fargo Sports Center WFSC	85,798	3,138	76,265	6,395
27. Wendy Williamson Auditorium WWA	8,407		8,407	
28. Central Parking Garage	12,670		12,670	
29. East Parking Garage	4,622		4,622	
30. Arcade and Bridge Lounge	11,307		11,307	
31. Rasmuson Hall West Bridge	4,166		4,166	
32. 707 & A Street Downtown	12,773	3,734	9,039	
33. Aviation Building	64,556	3,147	61,409	
34. Diplomacy Building	47,400	16,238	31,162	
35. University Center Building	90,296	12,278	78,018	
	1,379,721	182,180	1,156,255	41,286
				1,379,721
<b>Total</b>				