
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Facilities Management
AREA: Custodial Services

Custodial Services: Roles and Responsibilities

MAPP 04.04.01

I. POLICY

- A. The Custodial Services department of Lamar University's (LU) Office of Facilities Management holds primary responsibility for providing a clean environment for the LU community. In this way, Custodial Services contributes significantly to helping the University operate safely and efficiently.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of all applicable federal and state laws, statutes, rules, and regulations, including, but not limited to, the following: the Texas State University System (TSUS) Rules and Regulations; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education.

III. ROLES AND RESPONSIBILITIES

- A. **Cleaning and Sanitizing.** Custodial staff clean and sanitize all restrooms and break areas. Staff complete this cleaning each business day, unless the Director of Custodial Services or designee has established a different cleaning schedule for a building or room.
- B. **General Cleaning.** Duties include emptying interior waste baskets and cleaning offices, classrooms, meeting rooms, and communal areas. Staff complete this cleaning each business day, unless the Director of Custodial Services or designee has established a different cleaning schedule for a building or room. More intensive cleaning may include sweeping, mopping, and vacuuming, which may not be performed each business day but as needed or according to a different schedule.
- C. **Floor Maintenance.** Staff buff uncarpeted floors and deep-clean carpeted floors on a regular basis, according to a schedule set by the Director of Custodial Services or designee. Buffing and deep-cleaning may take place one to several times per year for high-traffic areas. This cleaning occurs, when possible, over breaks when employee, student, and visitor traffic is greatly reduced.
- D. **Monitoring.** Custodial staff monitor the building systems and report any discovered deficiencies (e.g., electrical, lighting, plumbing, hardware issues, etc.) to Facilities Maintenance for repair.
- E. **Repairs.** Custodians do **not** make repairs to building systems, for example, changing lightbulbs, unclogging drains, adjusting heating and ventilation, or performing other duties handled by Facilities Maintenance or another department.

F. **Labs.** Custodians working in STEM facilities or buildings do not enter labs unless requested. Trash cans in these areas are generally serviced by placing the cans in the hallways outside of lab areas.

IV. STUDENT HOUSING

A. Custodial Services is responsible for providing services to every facility at the University, with the exception of Student Housing, which has its own custodial department and staff.

V. COST AND PAYMENT

A. Payment for custodial services is arranged according to Facilities Management’s Fee Structure Policy.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1

VII. APPROVAL

Dr. Robert H. Wagner 07/19/2022
Chief Operations Officer Date

Dr. Jaime R. Taylor 07/20/2022
President Date

REVISION LOG

Revision Number	Date	Description of Changes
1	07/07/2022	Version created.
	07/20/2022	Version approved by President.