

## **Custodial Program Modification Announcement**

Due to recent budget reductions, UK's Facilities Management team has had to develop several money saving initiatives to meet its \$3.47M reduction over the next two fiscal years. These reductions are forcing some tough decisions to be made to include reductions in the level of custodial service that is provided across certain areas of the University. By reducing the level of service in selected areas, the University will realize approximately \$650,000 per year in cost reductions. The affected areas include General Offices, Corridors, Classrooms/Labs and Stairwells. Shown below is a summary of the changes:

### **GENERAL OFFICES**

- Reduce "trash collection" frequency from two times per week to weekly.
- Reduce "dust and spot cleaning" frequency from weekly to every other week.
- Reduce "full vacuum wall-to-wall" frequency from weekly to every other week. Add a new task: "Vacuum traffic lanes every other week".
- Reduce "damp mop" frequency from weekly to every other week. Add a new task: "Spot mop visible spots and soil every other week"

### **CORRIDORS**

- Reduce "wide-aisle vacuum" frequency from two times per week to weekly. Increase "spot vacuum" frequency from 3 times per week) to 4 times per week.
- Reduce "auto scrub or damp mop" frequency from 2 times per week to weekly but increase "spot mop visible soil, dust and debris " frequency from three times per week to four times per week.
- Instead of stripping and refinishing all floors yearly, strip and refinish 50% of the floors yearly and add a new task: "Scrub and recoat 50% of floors yearly"

### **CLASSROOMS / LABS**

- Instead of stripping and refinishing all floors yearly, strip and refinish 50% of the floors yearly and add a new task: "Scrub and recoat 50% of floors yearly"

### **STAIRWELLS**

- Reduce "fully clean stairwells" frequency from weekly to every other week. Increase "Police stairwells" frequency from four times per week to nine times every two weeks.

Many of our peer institutions are faced with similar budget cuts and have already implemented similar or more drastic cleaning program reductions. UK elected to work with a custodial consulting firm to redesign its cleaning specification in the most responsible and appropriate manner, given the budget constraints. The program modifications shown above achieve the necessary cost savings without sacrificing occupants' health or the overall appearance level of the University. For a complete listing of the newly adopted Cleaning Specifications broken down by area type, please go to the following websites: <http://www.ppd.uky.edu/custodial/> for Campus Buildings and <http://ppdmc.uky.edu/CustodialServices.aspx> for Medical Center Buildings. Click on the link titled "Physical Plant Master Plan – Part A"

Facilities Management is committed to providing outstanding service and support to all of our customers and clients. To help meet this commitment we have created a new position - Quality Assurance Inspector whose primary focus will be ensuring that we are meeting the newly adopted Cleaning Specifications. Quality audits for all buildings will be performed on an ongoing basis according to a pre-established schedule. We will also utilize third-party inspections to calibrate and verify our internal inspection efforts.

We appreciate your cooperation as we transition to the modified cleaning program. As always we will be striving to meet and exceed your custodial quality needs and expectations. If you have any questions regarding the new cleaning specification, level of service, or any other issue, please start with your appropriate supervisor or superintendent. The supervisor and superintendent for each bldg can be located on the website as well.

Sincerely,

Kevin Kreide  
Director, Campus Physical Plant

Ed McClure  
Director, Medical Center Physical Plant