

**LEVEL 1:
ORDERLY SPOTLESSNESS**

Floors and base molding shine and/or are bright and clean; colors 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.
- Lights 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 and are clean and odor free.

**LEVEL 2:
ORDINARY TIDINESS**

Floors and base molding 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.
- Lights 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 and are clean and odor free.



**LEVEL 3:
CASUAL INATTENTIVENESS**

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 and 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 the walking lanes. Base molding is dull and dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, marks, smudges, and fingerprints.
- Lamp fixtures are dirty and some lamps (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, 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 fingerprints, 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.

Our Cleaning Standards: As members of the Facility Services - Academic Custodial Staff, we are dedicated to ongoing improvement in delivering cleaning services. To accomplish this, we adhere to a set of standards that are well accepted, industry-tested principles. Our **APPA** level of cleanliness can be found in the correlation between cleaning results (appearance levels) and custodial staffing.

OUR GOAL in the UWSP Academic Custodial Work Unit is to maintain **LEVEL 2** standards within our buildings and all the areas that we care for. **OUR AIM** is to attempt to reach **LEVEL 1** achievements in many of our areas.