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### Purpose

The University's Facilities Services Division (FS) is committed to maintaining and operating the Division in a sustainable and resource-efficient manner while providing service that promotes cleanliness, sanitation, and high indoor air quality. These initiatives are to better provide the University's students, faculty, and staff with an appealing yet healthy working and learning environment. Specifically this Green Cleaning Policy is to reduce exposure of building occupants to potentially hazardous chemicals and biological and particulate contaminates that can adversely affect air quality, human health, building finishes, building systems and the environment.

#### Goals

The techniques of green cleaning are not significantly different from those employed in traditional cleaning. However, while traditional cleaning systems tend to focus on appearance, green cleaning focuses on reducing potential negative exposures to human health and the environment while establishing cleaning schedules and methods that yield clean buildings.

### Policy and Accountability Scope

All areas in which the FS Building Services Department cleans are to adhere to this policy. Of which includes all Education and General (E&G) facilities, Health Science Center (HSC), and auxiliary areas such as IFAS, Traffic and Parking, etc. This policy is to be performed by FS's Building Services staff who are encouraged to lead by example. The individual most accountable to this Policy is the Facilities Services Director for Building Services.

### In-House Green Cleaning Policy

### **Standard Operating Procedures**

Hard Floor and Carpet Cleaning and Maintenance – Custodial staff are to maintain hard surfaces through scheduled frequencies or as-needed. Whenever possible, cleaning chemicals used should have either an EcoLogo or Green Seal certification meeting the standards listed below. Appendix A has an updated list of the cleaning materials used.

- GS-37 Cleaning Products for Industrial and Institutional Use
- GS-40 Floor-Care Products for Industrial and Institutional Use
- GS-41 Hand Cleaners for Industrial and Institutional Use

Walk-off/Entryway mats - improves indoor air quality and is used to reduce soiling, pollutants, and moisture from entering deep within a building which further reduces the need of cleaning supplies. In situations where in-ground permanent mattings systems are installed, the Building Services Department will keep these systems clean by vacuuming and sweeping them daily in order to help control indoor air quality. In most cases, finishing/removable mats (minimum of 10' however vary in length) are provided at all entryways of the buildings. These removable mats are provided by Building Services Department and are replaced on an as needed basis.

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Hand Hygiene – clean environments are important to the wellbeing of our students, faculty, and staff. Although FS Building Services is not responsible for providing hand sanitizer to Campus customers the Department will allow custodians to replenish hand sanitizer units/stations if a requesting college, division, or department provides them.

In Campus' restrooms, breakrooms, kitchenettes, etc. serviced by FS Building Services hand soap is provided as described below.

• GoJo Botanical Foaming hand wash is a USDA certified biobased and EcoLogo certified product and is the primary hand washing product used. Within the Health Science Center, the GoJo Plum Antibacterial hand wash is used. Previously this product had contained 0.3% triclosan; however, GoJo has replaced this ingredient with Para Chloro Meta Xylenol (PCMX).

*Protection of vulnerable building occupants* – this includes women who are pregnant, children, elderly occupants, and individuals with asthma, allergies, or other sensitivities. In such cases where vulnerable building occupants are present FS Building Services staff may adjust the cleaning procedure by cleaning the area in the evening or at night when the area is unoccupied, or using plain water for cleaning if sanitation is not required.

#### Safe storage and handling of cleaning chemicals (include spill management)

Cleaning chemicals will be stored in the custodial closets or other designated custodial rooms to prevent access from other occupants. Cleaning staff receive training on the various hazards of different toxic and/or non-toxic cleaning chemicals and how to identify, lookup, and address spills according to the SDS sheets provided by the manufacturer.

- <u>Smaller cleaning chemical spills</u> are to be handled by the Building Services staff. Wax and stripper chemical slurry must be disposed of in a drain connected to the sewer system.
- <u>Larger chemical spills</u>, or <u>dangerous chemical spills</u> are handled by the Environmental Health @ Safety Division. Our Building Services' special project team handles Blood or body fluid spills on the main campus, or by custodial staff that work at either the Health Science Center or student gymnasium areas, (all of these employees receive blood borne pathogen training).
- <u>All spills</u> are to be handled carefully and a BS supervisor is to be notified. The spillage area should be cordoned off from other building occupants until the spill has been properly addressed.

### Performance Metrics and Strategy Development

FS's qualitative cleaning standards are based on the expectation of normal administrative use and daily staffing levels. Below is a list of tasks identified for all common areas including but not limited to restrooms, hallways, entryways and lobbies, break rooms and eating areas, classrooms, auditoriums and labs, conference and meeting rooms, and clinical or exam rooms.

- 1. Daily
  - a. **FLOORS** Sweep/dust mop (or use auto-scrubber). Spot mop all spills as needed.
  - b. CARPET Vacuum traffic areas & spot clean carpet as needed in common areas
  - c. WASTE Wastebaskets emptied in common areas. Wash waste cans as needed
  - d. **DUSTING** Dusting is limited in common use areas

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- e. **RESTROOMS** Use 7-step process to clean and disinfect sanitary fixtures, damp mop floor, restock paper products, and restroom supplies, etc.
- f. **OTHER** Spot clean fixtures, sills, furnishings and kitchen surfaces disinfect water coolers clean classroom chalk and white boards

#### 2. Weekly

- a. **WASTE** Staff office/work areas wastebaskets and recycle boxes are emptied on Fridays. Wash waste cans clean as needed
- b. **STAIRWELLS** Sweep/dust mop, stairwells on Thursdays.
- c. Clean all entranceway and inside glass surfaces
- d. Wipe down doors and walls, clean baseboards

#### 3. Bi-Weekly

- a. **FLOORS** Sweep/dust mop floor staff office areas completely on 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month. Include spray buffing
- b. **CARPET** Vacuum all areas and staff offices areas complete on 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month
- c. **TELEPHONES** Damp clean telephones with sanitizer

#### 4. Annual

- a. **FLOORS** Clean and/or strip and wash all resilient floors
- b. **CARPET** Shampoo carpet
- c. Dust or damp clean vents (as needed)

#### 5. Every 6 Years

a. Building Pressure Wash and Window Wash

### Feedback and Continuous Improvement

Feedback can be provided via an <u>online customer survey</u> which identifies occupant satisfactory cleaning levels for stairways, classrooms, restrooms, entryways, hallways, and overall cleaning while also providing a comment section to provide specific details. In addition, the Building Services Director, the management team, and custodial supervisors meet with and/or communicate (in person, by phone, or via email) regularly with various colleges and business units to hear their overall experience regarding the custodial staff and cleanliness.

Cleaning staff are encouraged to get to know their customers and their assigned work areas, and to be proactive in addressing any issues or deficiencies.

For additional quality control Building Services' management team and supervisors are trained in the use of Core Management Service's (a premier janitorial and custodial consultant group) Smart Inspect program. "Smart Inspect" is an established formal, technology based, (using smart phones and I-Pads), quality inspection process and reporting tool and methodology that allows UF FS Building Services to inspect and track cleaning quality by area types, items, zones, floors, rooms, or user names/employees.

A sample copy of a Building Services' inspection quality report (using the Core Management Smart Inspect) program can be found in Appendix B.

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Reductions in water use, energy use, and chemical toxicity — Custodial staff are trained to reduce energy by being aware of potential areas where energy is wasted. They are encouraged to use "daylighting" in areas such as classrooms, offices, and corridors when they are working and they are trained to turn off lights when it is not necessary to have them on. .

FS Building Services' Management team routinely and often communicate with and/or meet with 3rd party janitorial/custodial vendors. Janitorial conferences and workshops are also utilized to help the FS Building Services team to stay abreast of the latest chemical and equipment (both powered and non-powered) lines and innovations.

### **Green Cleaning Purchasing**

#### **Cleaning Products**

Building Services seeks to purchase environmental-friendly cleaning chemicals that meet either Green Seal or EcoLabel standards for institutional cleaners and floor-care products. These "green" products are tracked by the amount from the overall equipment and supplies budget. **Currently**, FS's Green Cleaning Purchases include 68 % of the total equipment and supplies budget. Appendix A identifies all products and equipment used while products or equipment with either the Green Seal or the EcoLabel products are identified by a **bold** font.

Where possible paper and plastic products containing a high level of recycled content are encouraged for purchasing. The current bathroom paper products meet Green Seal GS-1 standards based on chlorine free processing and are made from 100% recycled paper. Paper towels are a minimum 50% post-consumer waste. Toilet paper is a minimum 25% post-consumer waste.

The majority of the purchased cleaning chemicals are ordered "ready to dispense" or "ready to use." For any ordered chemical concentrates a dilution system is utilized.

Microfiber mops, dust mops, and high dusters are used by the Building Services staff. This technology includes densely constructed very thin filaments blended from polyester and nylon that have been split to form thinner fibers  $1/16^{th}$  the thickness of a strand of human hair. These split fibers are better for cleaning because their increased surface creates a net-like surface area that enables them to capture and retain more dirt, mold, and allergens. The micro fibers are able to get into tiny nooks and crevices whereas the traditional cotton cloth and mop fibers cannot. The nylon component of the fiber also produces a static charge that attracts dirt, pulling it in and trapping it until the cloth or pad is washed. By using this technology, there is a reducing in chemicals, water used hence saving money. A further emphasis on ergonomic design eliminates potential injury from filling and emptying mop buckets while floor surface drying types are reduced to prevent the potential for slip or fall injuries.

#### Cleaning Equipment

Building Services seeks to purchase ergonomic and environmentally friendly equipment. Such equipment includes vacuum cleaners that are "Green Label" certified by the Carpet and Rug Institute testing program for vacuum cleaners and operate with a sound level of less than 70dBA.

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Building Services seeks to upgrade (to the greatest extent practicable) our electric, battery, and propane powered equipment inventory by purchasing cleaning equipment that reduces building contaminants and minimize environmental impact. We will maintain a log of all **tagged** powered cleaning equipment currently being used and seek to upgrade to equipment that meets this goal as we make new purchases. Such powered equipment *should* have the following characteristics when applicable and practical.

- Certification from 3<sup>rd</sup> party agencies such as the Carpet and Rug Institute, Energy Star, or the U.S. Environmental Protection Agency
- HEPA or high filtration vacuums
- Low decibel sound output (70 dBA maximum for electrical and battery operated equipment and 90dBA for propane powered equipment)
- High efficiency, low-emissions engines approved by the EPA that are specific to the engines size.
- Passive vacuum systems on buffers and scrubbers (reduce dust emissions)
- Variable-speed feed pumps and on-board chemical metering of cleaning fluids; or equipment that uses only tap water or no water at all
- Environmentally friendly batteries
- Hand wash refill containers are recyclable
- Rollers, guards, or bumpers to reduce potential damage to building surfaces

### Performance and Tracking Staffing and Staff Training

Facilities Services typically provides 1 janitorial FTE for every 30,000 gsf of new space serviced.

All custodial personnel are to go through formal training in order to ensure quality and consistent services while working with the Building Services Department. Training (designed specifically for FS Building Services) is conducted in a formal classroom setting (covering the courses identified below).

- a. Department Overview
- b. Equipment Care & Maintenance
- c. Fire Response Safety
- d. Green Cleaning, Conservation & Sustainability
- e. Personal Safety & Paying Attention (See-Something-Say-Something)
- f. Professional Standards, Expectations & Customer Service
- g. Resolving Workplace Grievances
- h. Safe Handling for Chemicals, PPE & Safety Data Sheets
- i. Safe Lifting
- j. Safety Warnings (Radioactivity, Sharps, Infectious Waste, Animal Control, Hazardous Waste, etc.)
- k. Seatbelts While Driving
- I. Thorough Handwashing

The classroom training is 8 hours and consists of a pre-test before the training begins to determine what, if any, knowledge trainees may have of custodial work. After the training is completed the

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employee then takes a post-test to gauge their improvement. They must pass the test with a score of at least 70% or they have to take the training course again before going to work on campus.

Additionally, on-the job training is provided to new employees by the custodial supervisors and the Department's trainer. The supervisors can also recommend at any time, that the custodians retake the formal custodial training if they believe that an employee's dedication or skills are degrading. Further, if the employee works within the Health Science Center (HSC), in a gymnasium area, or is on the special projects team, they are to go through additional training on Blood Borne Pathogens and HIPPA.

#### Absenteeism

In order to provide consistent cleaning services, the establishment of a "floating" custodial services group (dubbed the "A-Team") has been implemented. The A-Team consist of 16 employees along with an A-Team supervisor. This supervisor is responsible communicating with the other custodial supervisors to find out which zones will have custodians vacant due to requested vacation time off, sick leave, FMLA, or extended leaves of absences; then the A-Team supervisor plugs an A-Team custodian in the particular zone to fill the temporary absence. The A-Team supervisor is then responsible for soliciting feedback from the other custodial supervisors on the A-Team custodians' performance, dependability, and willingness to cooperate.

### **Custodial Work Loading Software**

Core Management's proprietary custodial work loading software is used to help identify areas that require either more or less cleaning services. This program is revised to accommodate the changing University building inventory to include only the buildings serviced by the FS Building Services Department of which are outlined in this policies scope of work.

#### Material Safety & Data Sheets

All FS Building Services staff are trained on how and where to access all of the recent SDS sheets affecting the Building Services Department. Of which include the list of products found in Appendix A of this policy. These SDS highlight all hazardous information regarding the various cleaning chemicals. The SDS sheets can be found on the <u>Facilities Services Building Services website</u>, so the documents can be accessed by anyone and at any time.

#### **DEFINITIONS**

**Green Cleaning** - the use of those products and services that have a lesser or reduced affect human health and the environment when compared with competing products or services that serve the same purpose. Source: U.S. President Barack Obama's Executive Order No. 13514

**Common Areas** – include restrooms, hallways, entryways and lobbies, eating areas and break rooms, classrooms, auditoriums, and labs, conference rooms, meeting rooms, and clinical or exam rooms.

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# Appendix A – Green Cleaning Supplies and Equipment

Physical Plant Division, Building Services									
	Requestor:	Zone		Bldg		Da	ate		
	•			Ť				]	
Item #	Item Description	иом	E	st Price	Order	Est 1	Total	Case	
Chemical Products									
22013	Good Sense, RTD	Bottle				\$	-	2 / Case	
	Clorox, Hydrogen Peroxide	Gallon	\$			\$	-	4 / Case	
	Triad Bowl Clnr, RTD	Case	Ś			\$	-	5L / Case	
22017	Glance Glass Clnr, RTD	Bottle	\$			\$	-	2 / Case	
	Comet	Can	\$			\$	-	24 /Case	
04162	Bathmate RTU	Quart	\$			\$	-	12 / Case	
	Barkeepers Friend SS/Clnr	Can	\$			\$	-	12 / Case	
	Deep Gloss, SS Maintainer	Can	\$			\$	-	12 / Case	
	Knockout Mold, RTU	Quart	\$			\$	-	12 / Case	
	Graffiti Remover Wipes	Pack	\$			\$	-	20 / Pack	
	Stride Citrus Clnr, RTD	Case	\$			\$	-	5L / Case	
	Forward GP Cleaner	Each	\$			\$	-	2 / Case	
04208	Furniture Polish, Lemon	Can	\$			\$	-	12 / Case	
	Murphy's Oil Soap	Gallon	\$			\$	_	4 / Case	
	DMQ	Gallon	\$			\$	-	4 / Case	
	Urinal Line U/X United	Quart	Ś			\$	-	12 / Case	
	GoJo, Soap	Case	\$			\$	-	3 / Case	
		r and Tra	sh I	roducts					
21800	Towel Roll, Ecosoft	Case	\$			\$	-	6 / Case	
21801	Tissue, Ecosoft	Case	\$			\$	-	36 / Case	
23141	Clear Liner Drawstring	Case	\$			\$	-	100 / Case	
04196	Trash Bags, Magnum Blue	Case	\$			\$	-	150 / Case	
04194	Trash Bags, 24x24 Small	Case	\$			\$	-	1000 / Case	
18370	Large Bags, White Flat Bottom	Case	\$			\$	-	100 / Case	
04244	Rags, White	Case	\$			\$	-	1000 / Case	
18390	SCJ Stretch-n-Dust Cloth	Pack	\$			\$	-	5 / Case	
22899	Waxed Paper Liners	Box	\$	الببيا		\$	-	500 / Box	
		Equip		t					
	Putty Knife, 1.5"	Each	\$			\$	-		
18976	Putty Knife, 3"	Each	\$			\$	-		
04191	Mop Handles, Vinyl Coat 60"	Each	\$			\$	-		
22929	Mop Head Med, Orange 20oz	Each	\$			\$	-		
22928	Mop Head Lrg, Blue 24oz	Each	\$			\$	-		
23027	Mops, Stripping / Disposable	Each	\$			\$	-		
22867	Microfiber Mop Handles	Each	\$			\$	-		
22866	Microfiber Mop Head Frame	Each	\$			\$	-		
22865	Microfiber Pad, Blue Eco	Each	\$			\$	-		
04120	Broom, House	Each	\$			\$	-		

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04121	Broom, Orange Poly Angle	Each	\$		\$	-	
18385	Broom, Toy	Each	\$		\$	-	
22536	Duster, Replacement Head	Each	\$		\$	-	
04206	Dust Pan, Stand-up	Each	\$		\$	-	6 / Case
04225	Sponge, Yellow 4x7	Each	\$		\$	-	40 / Case
04224	Sponge, Abrasive	Each	\$		\$	-	20 / Case
04257	Plastic Bottle, 32 oz	Each	\$		\$	-	
04258	Sprayer for Bottle	Each	\$		\$	-	
22768	White Bristle Bowl Brush	Each	\$		\$	-	
22861	White Bristle Bowl Holder	Each	\$		\$	-	
22767	White Cotton Bowl Mop	Each	\$		\$	-	
04127	Metal Tip Wood Handle, 60"	Each	\$		\$	-	
22740	Hoover y Bags	Pack	\$		\$	-	3 / Pack
18377	Simplicity Belt Beater Bar	Each	\$		\$	-	
04270	Kent/Santaire Upright Bags	Pack	\$		\$	-	9 / Pack
17629	Simplicity / Delta Upright Bags	Pack	\$		\$	-	9 / Pack
18376	Kent/Santaire Upright Belt	Each	\$		\$	-	
21626	Urinal Waterfree Cartridge	Each	\$		\$	-	
		PP	E				
23118	Nitrile Edge Glove, S	Box	\$		\$	-	100 / Box
23119	Nitrile Edge Glove, M	Box	\$		\$	-	100 / Box
23120	Nitrile Edge Glove, L	Box	\$		\$	-	100 / Box
23121	Nitrile Edge Glove, XL	Box	\$		\$	-	100 / Box
04197	Dust Mask	Box	\$		\$	-	10 / Box
		Floor Pro	odu	ts			
04219	Carpet Stain Remover	Can	\$		\$	-	12 / Case
04216	Carpet Shampoo, Triple Play	Gallon	\$		\$	-	4 / Case
04190	Gum Remover	Can	\$		\$	-	6 / Case
17643	Pioneer Revolution 2000	Case	\$		\$	-	2 / Case
23026	Top Guard Pro, Finish	Each	\$		\$	-	6 / Case
19578	Pioneer Neutral Clnr	Case	\$		\$	-	2/ Case
23117	Stripper Baseboard Misty	Can	\$		\$	-	12 / Case
23145	Flash 55 Stripper	Each	\$		\$	-	2.5 Gallon
04253	Sealer, SC Fortify	Case	\$	1	\$	-	5G / Case
18357	Defoamer, Liquid	Quart	\$		\$	-	6 / Case
22015	Carpet Prespray, Alpha HP	Bottle	\$		\$	-	
17950	Minimum Moisture Carpet	Each	\$		\$	-	
22924	20" White Polish Pad	Box	\$		\$	-	5 / Box
22923	20" Red Buffing Pad	Box	\$		\$	-	5 / Box
22925	20" Hair Lite Burnish pad	Box	\$		\$	-	5 / Box
22926	20" All Hair Burnish Pad	Box	\$		\$	-	5 / Box
22922	20" Blue Cleaning Pad	Box	\$		\$	-	5 / Box
22921	20" Green Scrubbing Pad	Box	\$		\$	-	5 / Box
22920	20" Black Stripping Pad	Box	\$		\$	-	5 / Box

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22919	20" HP Maroon Stripping Pad	Box	\$			\$	-	5 / Box
23002	14x28" Red Boost Buffing Pad	Case	\$			\$	-	5 / Case
23001	14x28" Black Stripping Pad	Case	\$			\$	-	5 / Case
23004	27" Hair Lite Burnish Pad	Case	\$			\$	-	2 / Case
08310	Doodle Bug Pad Holder	Each	\$			\$	-	
04142	Bonnet, Green Stripe	Each	\$			\$	-	
Superintedent Approval								
	Spitfire, Graphiti Remover	Quart				\$	-	
04106	Bleach	Gallon	\$			\$	-	6 /Case
22797	GoJo, Antibacterial Soap	Case	\$			\$	-	3 / Case
04239	Steel Wool, 000	Pack	\$			\$	-	8 / Pack
23000	Clorox, Hydrogen Peroxide	Quart	\$			\$	-	9 / Case
22492	Duster W/ Handle	Each	\$			\$	-	

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### Appendix B - Building Services Quality Program

#### **FACILITIES SERVICES - BUILDING SERVICES**

#### SMART INSPECT QUALITY PROGRAM

- Custodial supervisors will be required to do a minimum of 10 inspections per week (unless they take a vacation for the week, or the majority of the week).
- Inspections are to be sent in (uploaded) every Friday.
- Inspections are to be sent to the appropriate Superintendent and to the Department trainer and Department Coordinator.
- Each Superintendent (with assistance from Mr. Afzal) will track the supervisors' inspection totals via the email notifications.
- Custodial supervisors will be required to inspect each of their assigned Buildings a minimum of twice per month.
- Custodial supervisors will be required to inspect each of their assigned employee's assigned areas at least twice per month.
- Custodial superintendents will be tasked with not only performing inspections in their
  own buildings/areas but also with inspecting buildings/areas to which they are not
  assigned. That means the HSC superintendents will be inspecting main campus buildings
  (and East Campus and Alachua Progress Park), and inspecting HSC areas that their
  reporting staff do not clean in; and the Main Campus Superintendent will be doing
  inspections in the HSC buildings and IFAS buildings. The Department's Trainer and I
  will also be doing inspections in all areas and will handle inspections at the Innovation
  Hub.
- Emphasis on inspections should be focused on common areas (bathrooms, stairwells, lobbies/atriums, elevators, labs, and classrooms). Or any area that we receive a customer complaint from.
- Inspection process is for us to see where we are deficient so that we can improve. It is not meant to be used as a punitive measure against any employee. However, inspection data and trends is fair game when it comes to performance evaluations (just as customers' kudos or complaints feedback would be).
- What represents PASS, ACCEPTABLE, or FAIL? BSD management will use pictures to
  represent these three inspection categories. The Department's Trainer will work with the
  custodial superintendents to take photo examples (in the common areas) of these three
  categories. This will cut down any ambiguity by custodial supervisors as to how they
  should categorize a particular inspection point.
- Inspection items/areas that rate as failing must be re-inspected within 2 days by the custodial supervisor or superintendent.
- The Smart Inspect email notification will be the method that superintendents use to actually know that their direct reports are doing the required number of inspections.

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#### From Core inspection results:

- Highest building quality score = 96.12% (Van Fleet Hall)
- Combined Quality Score = 86.01
- Lowest Quality Score = 74.66% (Library West)
  - o Buildings that fell below the combined score (with lowest scores listed first).
    - Library West = 74.66
    - Nanoscale Research = 80.42
    - HPNP = 82.11
    - O'Connell Center = 82.27
    - Stetson Medical Science = 82.64
    - Dental Tower = 83.13 SW Rec Center = 83.13
    - Criser/Peabody = 83.81
    - Constans Theater = 83.82
    - Smathers Library = 83.98
    - McKnight Brain Institute = 84.34
    - Anderson Hall (HPWT) = 84.40
    - Rogers/Frazier Hall = 84.46
    - Turlington Hall = 84.79
    - Mechanical Aerospace Engineering = 85.15
    - Marston Science Library = 85.38
    - East Campus Waldo Rd. 85.45
    - Music Building = 85.64
    - The HUB = 85.83
    - FS Building 702 = 85.87
    - Powell Hall = 85.88

### Deficiency counts by category:

- Dust = 414
- Soil = 245
- Buildup = 198
- Spots = 77
- Debris = 51
- Cobwebs = 10
- Streak = 7
- Filled (over) = 3
- Fingerprints = 2
- Malodor = 2
- Scuff = 1
- Dull = 1
- Non-operational = 1

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