BCTC Housekeeping Action Plan

Mission Statement

The housekeeping department of Bluegrass Community and Technical College will provide support services for the purpose of maintaining a clean and safe facility that is conducive to a quality learning and work environment for all who come in contact with the college. The housekeeping department will conduct all its business in a manner that is integral to the overall mission of the community college and provide assistance to all who require the services of the housekeeping department.

Goals

- Professionally maintain all BCTC facilities.
- Maintain a high rate of employee retention through team based organization.
- Continuing employee education through site based training.
- Maintain public areas to a showcase standard.
- Adherence to the highest standards of safety.

Housekeeping Staff

- The housekeeping department will be staffed by 25 full time Custodial Workers and two Facilities Team Leaders.
- The 25 custodial workers will be distributed among BCTC’S 6 campuses as needed. Cooper and Leestown campuses will each have one Facility Team Leader to supervise custodians. Extended campus custodians will be supervised by the campus directors.

Custodial 1 Responsibilities

- Maintain cleanliness and supplies of all public restrooms.
- Maintain cleanliness of all lobby areas.
- Maintain cleanliness of all entrances to the buildings.
- Will be responsible for policing up the exterior public areas around the LCC facilities including smoking areas.
- Will be responsible for completing any special project work assigned by the supervisor.
- Will be responsible for cleaning areas that are not accessible at night.
- Responsible for cleaning offices, classrooms, hallways, stairwells and public areas.
- Responsible for completing any special projects assigned by supervisor.
• Responsible for assisting with floor work in their area.

**Custodial 2 Responsibilities**

• Responsible for the refinishing and appearance of all waxed floors.
• Responsible for the spot cleaning and shampooing of all carpets.
• Serves as an assistant supervisor when the Facility Team Leader is off.
• Responsible for the completion of all special projects assigned by the supervisor.

**Facility Team Leader Responsibilities**

• Responsible for all aspects of housekeeping operations at BCTC facilities.
• Acts as a member of the floor crew.
• Completes any and all projects as assigned by M&O Director.
• Inventory management and cost control.
• Responsible for supervising, scheduling and performance review of all housekeeping staff.

**Housekeeping Employee Schedules**

• Housekeeping services are provided on 2 shifts depending on the campus and needs. Normal working hours for these shifts are as follows:

  Day shift 6:30am to 2:30pm  
  Evening Shift 2:00pm to 10:00pm but varies according to class schedule

• All employees are subject to shift changes as needed.
• Area Housekeepers and Supervisors will work Monday thru Friday.

**Cleaning Schedules**

**Daily**
• Sweep, mop and vacuum all floors.
• Clean and stock all restrooms at least 3 times per day.
• Clean all building exits, glass, door frames, mats.
• Police up all outside areas and smoking areas twice per day.
• Clean all classrooms, dust, vacuum, trash, clean black boards as needed, straighten up student desks. Scrub and buff tiled floors as needed.
- Clean all stairways, dust, sweep and mop.
- Clean office suites, sweep, mop, dust and trash. Scrub and buff tiled floors every other month.
- Clean lobby areas and hallways, sweep, mop, dust and trash. Scrub and buff waxed floors twice per week.

**Bi-Weekly**
- Scrub all bathroom floors.
- High dust all areas.
- Clean TV’S and tops of vending machines in all lobby areas.
- Inspect upholstery in all areas, clean as needed.

**Simi-Annually**
- Wash out all trash cans.
- Clean all window blinds.
- Clean light fixtures.
- Clean all desk tops. ( or as needed )
- Dust all air vents.
- Pressure wash all building entrances and side walks.

**Annually**
- Clean the flags hanging in the OB and AT lobby’s.
- Clean all walls and inside of windows. ( or as needed )

**By-Annually**
- Strip and refinish all tiled floors.

**NOTE:**

Any housekeeping request outside of the normal scheduled work may be requested via the M&O work order process.