



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective August 2004, Revised June 30, 2020
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE #FAC 6.001

Subject: Housekeeping Assignments – Utilities Department

Purpose and Scope: To guide employees' efforts concerning responsibilities and frequency in order to obtain a clean work area. These assignments are intended as a guide only and are not to be substituted for good common sense or to supersede specific instructions from Supervisors. Individual housekeeping assignments must be performed on a regular basis and should not take second place to any other normal function, however, due to lighting constraints in some areas, the major portion of housekeeping should be completed on the day and early evening shifts.

Procedure:

The following assignments cover specific areas of housekeeping responsibility. This does not however, relieve any shift or day worker of routine housekeeping in areas other than those assigned:

Area	Assigned	Frequency
No. 1 Chiller - Associated pump and floor area, upper deck, stairwells and Mezzanine areas. - Clean all chillers, piping and associated pumps of cobwebs and dust by using the blower to blow dust and debris. - Wipe down chillers with clean rags.	Day Shift 0600 to 1400	Daily, with all completed by Sunday night. (See Attachment 1)
Building 40: Southwest stairway and associated windows Sweep floors and remove cobwebs.		
Cooling Towers - Inspect towers from top to bottom - List condition/issues in log book - Sweep area as needed - Keep weeds and brush cut back from the towers		



Area	Assigned	Frequency
No. 2 Chiller • Associated pump and floor area, hot water pumps and floor area. • Clean all chillers, piping and associated pumps of cobwebs and dust by using the blower to blow dust and debris. • Wipe down chillers with clean rags. No. 1A and 1B Boilers • Associated pump and floor area and heating hot water primary pumps. • Clean boilers, piping and associated pumps of cobwebs and dust by using the blower to blow dust and debris. • Wipe down boiler with clean rags. • Change air filter on unit as needed Building 40: Southeast stairway and associated windows • Sweep floors and remove cobwebs	Evening Shift 1400 to 2200	Daily, with all completed by Sunday night. (See Attachment 2)
No. 3 Chiller • Associated pump and floor area, upper deck, stairwells and Mezzanine areas. • Clean all chillers, piping and associated pumps of cobwebs and dust by using the blower to blow dust and debris. • Wipe down chillers with clean rags. No. 2A through 2D Boilers • Associated pump and floor area and heating hot water primary pumps. • Clean boilers, piping and associated pumps of cobwebs and dust by using the blower to blow dust and debris. • Wipe down boilers with clean rags. • Change air filter on unit as needed Building 40: Mezzanine and associated windows • Sweep and remove cobwebs.	Night Shift 2200 to 0600	Daily, with all completed by Sunday night. (See Attachment 3)



Area	Assigned	Frequency
No. 4 Chiller - Associated pump and floor area, upper deck, stairwells and Mezzanine areas. - Clean all chillers and associated pumps of cobwebs and dust by using the blower to blow dust and debris. - Wipe down chillers with clean rags. No. 3 Boiler - Associated pump, piping and floor area and heating hot water primary pumps. - Clean boilers and associated pumps of cobwebs and dust by using the blower to blow dust and debris. - Wipe down boiler with clean rags. Building 40: Main floor and shop area - Sweep and remove cobwebs	Friday Shift 0600 to 1400	Daily with all completed by Sunday night. (See Attachment 4)
Motor Control Center, Air-compressors and floor area from east to west side doors, cooling tower areas, Building 40 outside perimeter, Maintenance Specialist office: desk/shelves and storage areas and fixed generators. Building 40: Overhead chilled water, heating hot water and cooling tower water piping and hangers Vacuum dirt and dust from all surfaces and remove cobwebs.	Maintenance Specialist Day Shift 0600 to 1400	Daily with all completed by Friday afternoon. (See Attachment 5)
Desk, tables, file cabinets, shelves, Drawers and storage areas in the Control room and 2 nd floor Offices.	Midnight shift, and Water System Operators and Day Workers.	Daily
Vehicle cleaning	All	Last weekend of each month.
B-2 Lift Station No. 1 B-44 Pump House Well No 4 B-47 Pump House Well No. 2 B-56A Main Lift Station B-73 Aquatic Center	Water Facilities Operators	Daily with all completed by Sunday. See Attachment 6, 7, 8 & 9
Clean out microwaves, refrigerators and empty trash.	All	Daily, as used. Note: Food left in refrigerator over a week will be thrown out each Sunday night.



Area	Assigned	Frequency
When each task is completed and/or at the end of each shift or work day: • Leave work area or work station neat and orderly • Remove any items to be discarded and dispose of properly • Return all hand tools to designated storage cabinet or toolbox • Place all tools back in toolboxes and storage cabinets such that doors, drawers and hinged tops are closed • Leave work tables orderly and neat and store safety equipment • Be sure the work area is free from any potential tripping hazards such as hoses and electrical cords lying on the floor.	All	Daily
General Remove any equipment or furniture that has or should be surplus or discarded. • Throw away any materials that are old or is no longer needed. • Secure ladders and scaffolding. Do not store ladders by laying flat on floor. • Spare parts or equipment stored on pallets should be neat and well organized. • Organize bookshelves, desks, in boxes, filing cabinets, drawing storage, work tables, etc.	All	Daily

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