

Building Cleaning Protocols

General Notes

CU Denver Owned and Shared Buildings

Custodial services for CU Denver occupied buildings fall into three main categories:

- **CU Denver Owned (Kleen-Tech):** Kleen-Tech Services, LLC provides custodial services to four CU Denver owned buildings: Student Commons Building, CU Denver Building, Business School, and Lawrence Street Center.
- **CU Denver Owned (other custodial service providers):** There are several CU Denver owned or conceptually owned (North Classroom) buildings that use other custodial providers. AHEC Custodial Operations supports the North Classroom; Sodexo, Inc supports Lynx Crossing Residence Hall; and custodial services at the Lola and Rob Salazar Student Wellness Center are provided by the staff.
- **CU Denver Shared:** In shared buildings, cleaning services are provided by AHEC Custodial Operations.

NOTE: AHEC Custodial Operations provides cleaning services to the areas outside of buildings on the entire Auraria Campus, including CU Denver owned buildings. CU Denver's Facilities Management provides cleaning services to the areas outside of the CU Denver owned buildings east of Speer Boulevard: CU Denver Building, Lawrence Street Center, and Business School.

Cleaning versus Disinfecting

These terms refer to different activities. Cleaning refers to typical custodial practices such as floor cleaning and trash removal. Disinfecting refers to cleaning activities undertaken specifically in response to COVID-19 with the intent to mitigate the risk of transmission. Disinfecting activities are in addition to normal cleaning protocols.

- **High-Touch Points:** High-touch points are surfaces that building occupants frequently touch. These are generally recognized by the Centers for Disease Control and Prevention (CDC) to include tables, doorknobs or handles, light switches, elevator buttons, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- **Staff PPE:** All custodial services providers referred to in the general notes will be required to wear personal protective equipment (PPE), specifically face coverings and gloves.
- **Community Cleaning:** Due to the high demands on the custodial staffs supporting AHEC and CU Denver, building users will be relied upon to do some of the disinfecting. This will vary depending on the area within the building and will be described later in the document. In addition, building users may be asked to perform tasks to assist with normal cleaning activities so that staff can focus on disinfecting. For example, employees may be asked to take their trash cans to a more central location for pickup.
- **Disinfectants:** Within certain areas of buildings, some departments or individuals will be responsible for procuring disinfecting supplies. Only disinfectants that meet the EPA guidelines for use against COVID-19 should be used.

Exterior Building Appurtenance Disinfecting

This disinfecting process includes all areas associated with the building.

CU Denver Owned Buildings

This includes buildings east of Speer Boulevard: CU Denver Building, Business School, and Lawrence Street Center. The disinfecting protocols below will be re-evaluated periodically based on health data and guidance from the CDC and CDPHE.

Exterior Building Components

- Responsibility for disinfecting: CU Denver custodial vendor
- Responsibility for providing disinfecting products: CU Denver custodial vendor
- Frequency: to be disinfected multiple times per day based on use
- Includes: handrails, hard surface furnishings (such as tables and chairs)

CU Denver Shared Buildings

This includes buildings west of Speer Boulevard. The disinfecting protocols below will be re-evaluated periodically based on health data and guidance from the CDC and CDPHE.

Exterior Building Components

- Responsibility for disinfecting: AHEC Custodial Operations
- Responsibility for providing disinfecting products: AHEC Custodial Operations
- Frequency: to be disinfected multiple times per day based on use
- Includes: handrails, hard surface furnishings (such as tables and chairs)

Building Interior Cleaning and Disinfecting

The disinfecting protocols below will be re-evaluated periodically based on health data and guidance from the CDC and CDPHE.

CU Denver Owned Buildings

Requests for Supplemental Cleaning or Disinfecting: If supplemental cleaning or disinfecting is desired for individual spaces in Kleen-Tech serviced buildings, requests should be made to

DC_Facilities_Dispatch@ucdenver.edu to discuss needs on a case-by-case basis. For needs within Lynx Crossing Residence Hall and the Lola and Rob Salazar Student Wellness Center, contact the building staff.

Entrances and Exits

- Responsibility for disinfecting: CU Denver custodial vendor
- Responsibility for providing disinfecting products: CU Denver custodial vendor
- Frequency: to be disinfected multiple times per day
- Includes: push plates, door handles/pulls, handrails, and ADA door actuators

Restrooms

- Responsibility for disinfecting: CU Denver custodial vendor
- Responsibility for providing disinfecting products: CU Denver custodial vendor
- Frequency: to be disinfected multiple times per day
- Includes: push plates, door handles/pulls, hand sinks, partitions, toilets, toilet paper dispensers, and paper towel/hand dryers

Circulation Areas – Elevators/Stairwells/Corridors

- Responsibility for disinfecting: CU Denver custodial vendor
- Responsibility for providing disinfecting products: CU Denver custodial vendor
- Frequency: to be disinfected multiple times per day
- Includes: exterior and interior elevator buttons, elevator cab interior, handrails, trash and recycle bins, and any open area furniture that students would sit or lean on

Common Areas – Lounges/Seating Areas/Public Microwaves & Vending

- Responsibility for disinfecting: CU Denver custodial vendor
- Responsibility for providing disinfecting products: CU Denver custodial vendor
- Frequency: to be disinfected multiple times per day
- Includes: push plates/door handles, push buttons, and hard surface furnishings

Classrooms/Computer Labs/Instructional Labs

- Responsibility for disinfecting: individual users and occupants
- Responsibility for providing disinfecting products: CU Denver custodial vendor and Facilities Management (if the room needs supplies, contact DC_Facilities_Dispatch@ucdenver.edu — not applicable to Lynx Crossing Residence Hall and the Lola and Rob Salazar Student Wellness Center)
- Frequency: users should disinfect touch points before and after each use or class period
- Includes: all personal interface items including desks, chairs, computer and personal lab equipment, etc.

Offices

- Responsibility: individual users and occupants
- Responsibility for providing disinfecting products: Facilities Management will provide supplies, but the unit is responsible for ordering them. Supplies can be ordered [here](#).
- Frequency: as needed after use
- Includes: reception area, conference rooms, copy/mail rooms, kitchenettes, and offices

NOTE: it is recommended that departments provide occupants with disinfecting materials for their individual spaces and keep a log of cleaning frequency for communal areas such as conference and copy rooms.

Research and Creative Activities Spaces

Cleaning and disinfection of research and creative spaces will need to be addressed by the users and lab coordinators. Supplies for these areas can be ordered [here](#).

CU Denver Shared Buildings

The disinfecting protocols outlined below are in addition to the daily cleaning services offered by AHEC Custodial Operations. The disinfecting protocols below will be re-evaluated periodically based on health data and guidance from the CDC and CDPHE.

Requests for Supplement Cleaning: If supplemental cleaning is desired for individual spaces, requests should be made to Rob Byers (robert.byers@ahec.edu) or Tara Weachter (tara.weachter@ahec.edu) at AHEC to discuss needs on a case-by-case basis.

Entrances and Exits

- Responsibility for disinfecting: AHEC Custodial Operations
- Responsibility for providing disinfecting products: AHEC Custodial Operations

- Frequency: to be disinfected multiple times per day
- Includes: push plates, door handles/pulls, handrails, and ADA door actuators

Restrooms

- Responsibility for disinfecting: AHEC Custodial Operations
- Responsibility for providing disinfecting products: AHEC Custodial Operations
- Frequency: to be disinfected multiple times per day
- Includes: push plates, door handles/pulls, hand sinks, partitions, toilets, toilet paper dispensers, and paper towel/hand dryers

Circulation Areas – Elevators/Stairwells/Corridors

- Responsibility for disinfecting: AHEC Custodial Operations
- Responsibility for providing disinfecting products: AHEC Custodial Operations
- Frequency: to be disinfected multiple times per day
- Includes: exterior and interior elevator buttons, elevator cab interior, handrails, trash and recycle bins, and any furniture within circulation areas that someone would sit or lean on

Common Areas – Lounges/Seating Areas/Public Microwaves & Vending

- Responsibility for disinfecting: AHEC Custodial Operations
- Responsibility for providing disinfecting products: AHEC Custodial Operations
- Frequency: to be disinfected multiple times per day
- Includes: push plates/door handles, push buttons, and hard surface furnishings

Classrooms/Computer Labs/Instructional Labs

- Responsibility for disinfecting: individual users and occupants
- Responsibility for providing disinfecting products: to be provided by AHEC Custodial Operations for users of spaces within Shared buildings, along with relevant instructions and a contact for resupply if needed
- Frequency: users should disinfect touch points before and after each use or class period
- Includes: all personal interface items including desks, chairs, computer and personal lab equipment, etc.

Offices

- Responsibility: individual users and occupants
- Responsibility for Providing Disinfecting Products: CU Denver Facilities Management will provide supplies, but the unit is responsible for ordering them. Supplies can be ordered [here](#).
- Frequency: as-needed after use
- Includes: reception area, conference rooms, copy/mail rooms, kitchenettes, and offices

NOTE: disinfecting of individual offices is not the responsibility of AHEC Custodial Operations as part of the normal daily cleaning procedures. It is suggested that departments provide occupants with disinfectant materials for their individual spaces and keep a log of cleaning frequency for communal areas such as conference and copy rooms.

Labs – Research/Science/Health Related

Cleaning and disinfection of specialized lab spaces will need to be addressed by individual lab coordinators. Keeping with normal operating procedures, AHEC Custodial Operations will not enter spaces unless specifically requested due to unknown uses, presence of chemicals and sensitive equipment, and the potential for unintended consequences of cleaning. If needed, supplemental cleaning requests should be directed by Lab Coordinators to AHEC staff Rob Byers and/or Tara Weachter as outlined above.