

Custodial Matrix Description

The room category matrices described and depicted in this appendix are also available online for more flexible use. The matrices have also been condensed from 33 room categories to 23 due to the significant similarity between some of the matrices.

To access this appendix online, log into the APPA website (www.appa.org) and click on myAPPA. From there, you can click on myWorkspace, and then myGuidelines.

The matrices are all in a single MS Excel workbook with individual matrices on a worksheet. The totals from all worksheets are on a summary worksheet. For convenience, a separate worksheet is provided where campus cleanable areas may be input, and the total staffing calculated depending on a single cleaning level. If multiple cleaning levels are desired, additional work, either customized worksheet or hand calculations will be needed.

Customizing the Standard Matrices

All worksheets in the workbook can be customized, the workbook is not protected. Simply download the workbook from myWorkspace to your local computer.

All matrices are organized as follows.

- Routine and project activities are described and listed on the left side of the matrix. Each activity uses two rows, one for the frequency and one for the calculated time.
- The calculated times are all dependent on the base time, far right column.
- The frequencies are defined by the codes in the area at the bottom of each worksheet. The codes are used to provide the adjustment factor to convert from the base time to the frequency adjusted time.
- The total time for each level is summed at the bottom of the matrix with the calculated total CSF/Custodian that is determined from the Standard Area (CSF).

To access items from this appendix, log into the APPA website (www.appa.org) and click on myAPPA at the top of the home page. From there, click on myAPPAWorkspace, and then go to myGuidelines.

Once downloaded, the matrices can be customized however the user desires. A user adjusting the matrices should have moderate to high expertise with MS Excel to avoid disrupting the links within the workbook. Rows can be inserted for new activities. If an activity is not performed, the easiest solution is to make the base time zero (0.0).

Assuming no new worksheets are created, the summary worksheet will show the total CSF that can be covered per custodian for a particular space type in one day.

Room Types in this Appendix

Following are the room types found in Appendix B in the myWorkspace area. It includes the 23 room types plus two summary charts—one for Hard Surface Cleaning and the other for Soft Surface Cleaning.

Summary of Hard Surface Cleaning	Patient Conference Room
Summary of Soft Surface Cleaning	Patient Treatment (Carpet or Hard Floor)
Auditorium Seating & Foyer	Public Circulation (Carpet or Hard Floor)
Auditorium Stage & Wings	Research Lab with Hazardous Waste
Cafeteria (Carpet or Hard Floor)	Residence Hall Lounge
Classroom (Carpet or Hard Surface, Heavy or normal use)	Residence Hall Sleep/Study
Entranceway	Residence Hall Washroom
Gymnasium (Wood Floor)	Restroom/Washroom
Library (Carpet or Hard Floor)	Shower Room
Locker/Changing Room—No Shower	Stairwell
Nursing Station	Storeroom
Office (Carpet or Hard Floor)	Utility
	Vending

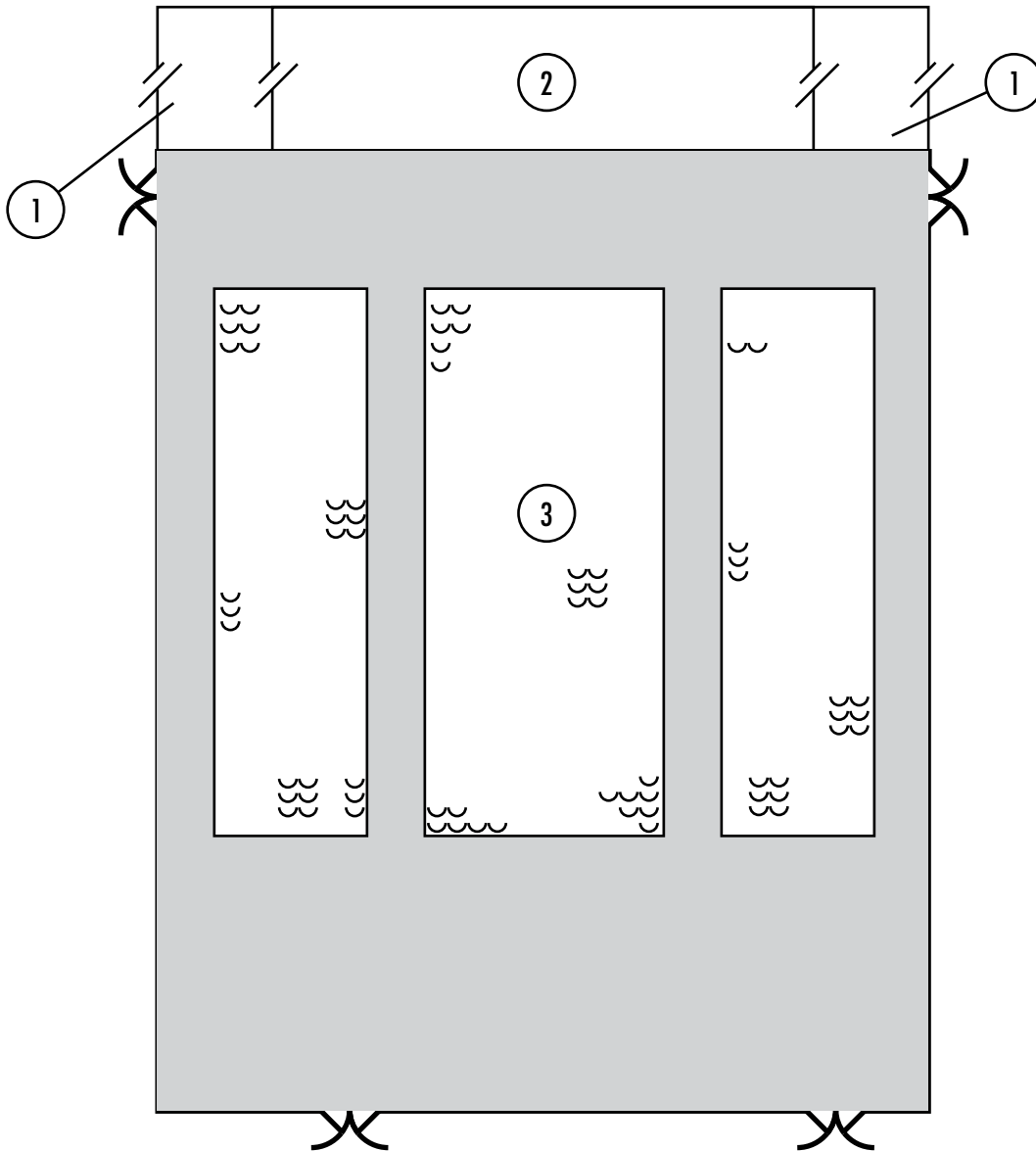
Summary of Hard Surface Cleaning

Summary of Individual Space Tables						
CSF/FTE	APPA Level					Base Area
Space Type	1	2	3	4	5	
Auditorium Seating and Foyer	6,307	15,211	35,337	76,380	459,175	8,820
Auditorium Stage & Wings	19,114	28,200	86,670	263,848	–	2,520
Cafeteria (Carpet or Hard Floor)	9,622	13,996	13,996	13,996	13,996	10,000
Classroom (Carpet or Hard Surface, Heavy or normal use)	10,279	21,306	38,513	50,341	54,093	1,200
Residence Hall Lounge	14,934	58,752	220,949	441,899	–	1,800
Residence Hall Sleep/Study	4,628	4,823	9,478	22,238	31,286	362
Residence Hall Washroom	2,019	2,263	–	–	–	128
Entranceway	5,100	8,792	9,419	22,439	36,123	232
Gymnasium (Wood Floor)	19,967	39,591	79,674	250,463	1,129,992	10,000
Library (Carpet or Hard Floor)	12,573	22,520	25,168	50,379	1,114,650	15,000
Locker/Changing Room - no shower	13,855	14,105	–	–	–	1,960
Nursing Station	6,438	6,438	–	–	–	165
Office (Carpet or Hard Floor)	9,411	16,930	30,959	41,775	52,199	1,200
Patient Conference Room	10,209	10,209	–	–	–	120
Patient Treatment (Carpet or Hard Floor)	2,597	2,597	–	–	–	165
Public Circulation (Carpet or Hard Floor)	72,036	115,889	132,461	172,481	215,236	1,400
Research Lab with/without Hazardous Waste	6,247	8,521	10,184	14,594	36,848	324
Restroom/Washroom	2,579	3,303	–	–	–	282
Shower Room	7,825	7,825				400
Stairwell	9,280	18,625	21,802	30,560	93,421	208
Storeroom	81,741	239,726	450,563	1,866,667	3,257,919	480
Utility	4,571	6,004	10,683	19,108	50,239	300
Vending	5,882	13,306	18,915	20,697	22,573	2,400

Summary of Soft Surface Cleaning

Summary of Individual Space Tables						
CSF/FTE	APPA Level					Base Area
Space Type	1	2	3	4	5	
Auditorium Seating and Foyer	6,307	15,211	35,337	76,380	459,175	8,820
Auditorium Stage & Wings	19,114	28,200	86,670	263,848	–	2,520
Cafeteria (Carpet or Hard Floor)	12,151	18,782	18,782	18,782	18,782	10,000
Classroom (Carpet or Hard Surface, Heavy or normal use)	13,579	22,474	38,957	49,906	54,090	1,200
Residence Hall Lounge	14,934	58,752	220,949	441,899	–	1,800
Residence Hall Sleep/Study	4,628	4,823	9,478	22,238	31,286	362
Residence Hall Washroom	2,019	2,263	–	–	–	128
Entranceway	5,100	8,792	9,419	22,439	36,123	232
Gymnasium (Wood Floor)	19,967	39,591	79,674	250,463	1,129,992	10,000
Library (Carpet or Hard Floor)	8,838	17,001	21,805	40,077	166,683	15,000
Locker/Changing Room - no shower	13,855	14,105	–	–	–	1,960
Nursing Station	6,438	6,438	–	–	–	165
Office (Carpet or Hard Floor)	6,376	12,468	24,225	31,969	38,719	1,200
Patient Conference Room	10,209	10,209	0	0	0	120
Patient Treatment (Carpet or Hard Floor)	2,370	2,370	–	–	–	165
Public Circulation (Carpet or Hard Floor)	23,340	55,342	74,952	117,667	136,112	1,400
Research Lab with/without Hazardous Waste	6,247	8,521	10,184	14,594	36,848	324
Restroom/Washroom	2,579	3,303	–	–	–	282
Shower Room	7,825	7,825				400
Stairwell	9,280	18,625	21,802	30,560	93,421	208
Storeroom	81,741	239,726	450,563	1,866,667	3,257,919	480
Utility	4,571	6,004	10,683	19,108	50,239	300
Vending	5,882	13,306	18,915	20,697	22,573	2,400

Auditorium Seating & Foyer



Construction

Floor: Aisles (6' wide) carpet
 Front (15' deep) carpet
 Lobby (30' deep) carpet - total 5,220 SF
 Under seats vinyl tile - 3,600 SF
 Stage (60' x 30') wood - 1,800 SF
 Wings (2 - 12' x 30') wood - 720 SF
Walls: Gypsum flat, semi-gloss paint
Doors: 4 - double, metal (painted) - 84 SF with 1/2 glass - 84 SF
Ceiling: Plaster
Lighting: Lobby area only, recessed 150' with floods - 80
 Exit (fluorescent) - 4
Seating: 1,000 - Upholstered seats

Features

1. Wings - 12' x 30'
2. Stage - 60' x 30'
3. 25 rows of 24 seats across 1" in 12" slope

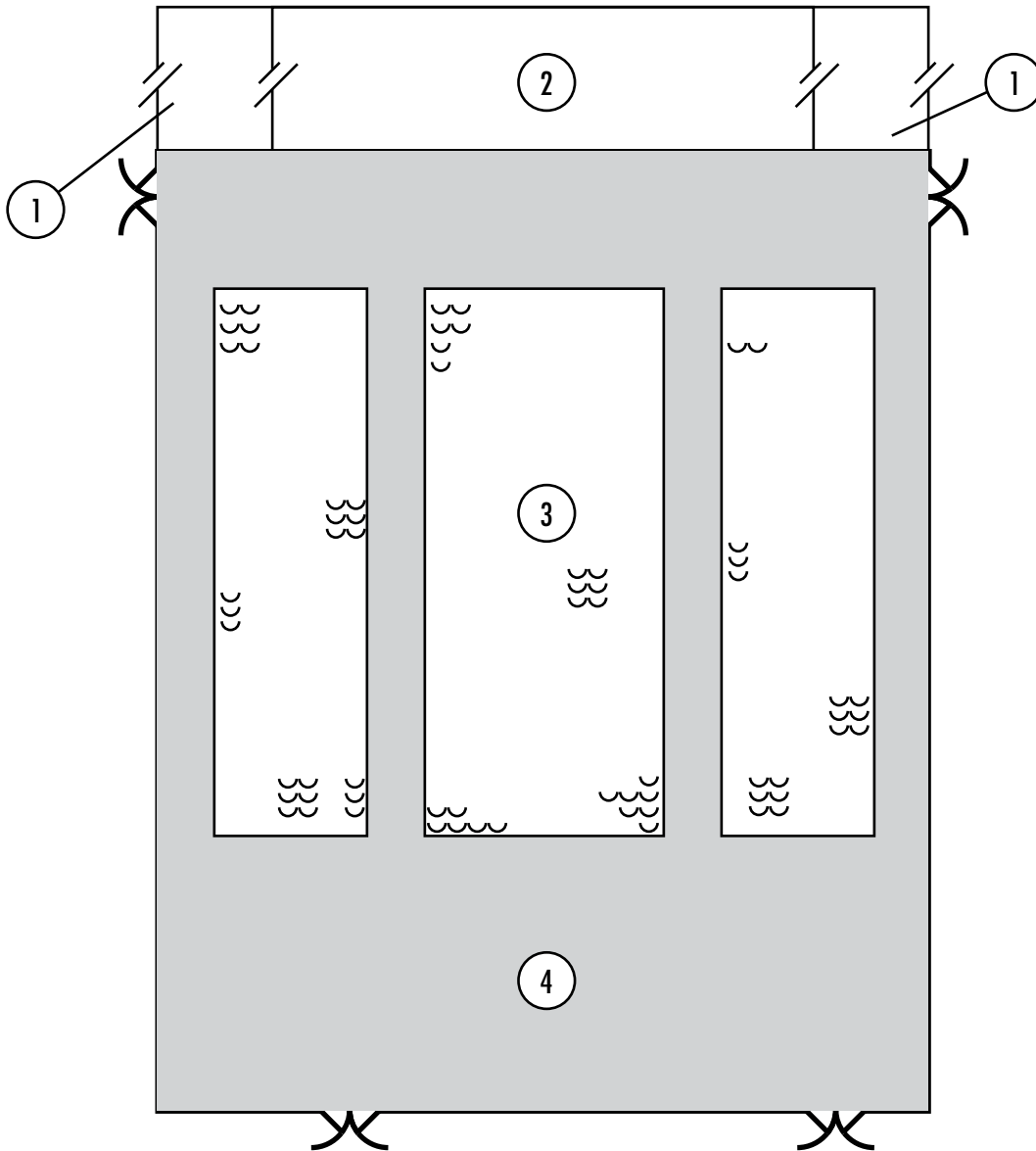
Total square footage cleaned including auditorium, stage and wings - 11,340 SF

Auditorium Seating & Foyer Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Sweep, dust-mop under seating	D 38.4	D 38.4	A/D 19.2	W 7.68	M 1.8432	38.4
Dust furniture and arm backs	D 248.83	W 49.766	M 11.94384	Q 3.98128	0	248.83
Spot-clean walls and doors	D 35.62	W 7.124	M 1.70976	S/A 0.28496	0	35.62
Relamp	D/A 0	D/A 0	D/A 0	D/A 0	D/A 0	3.54
Damp-mop under seating	D 79.18	D 79.18	A/D 39.59	W 15.836	M 3.80064	79.18
Vacuum carpet	D 92.23	A/D 46.115	W 18.446	W 18.446	Q 1.47568	92.23
Spot-clean carpet	D 59.25	W 11.85	M 2.844	Q 0.948	Q 0.948	59.25
Adjusted Minutes subtotal	553.51	232.435	93.7336	47.17624	8.06752	
CSF/Custodian	6,692.56	15,937.36	39,520.51	78,522.58	459,174.57	
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Restorative carpet care	A 1.32356	A 1.32356	A 1.32356	A 1.32356	0	330.89
Strip/refinish floor under seating	A 2.19648	A 2.19648	A 2.19648	0	0	549.12
Clean upholstered seats	Q 30.304	A 7.576	A 7.576	0	0	1894
Adjusted Minutes subtotal	33.82404	11.09604	11.09604	1.32356	0	
CSF/Custodian	109,519.74	333,848.83	333,848.83	2,798,815.32		
Total Adjusted minutes	587.33	243.53	104.83	48.50	8.07	
Total CSF/Custodian	6,307	15,211	35,337	76,380	459,175	

Frequency Codes & Adjustment Factors	Code	Factor
A - Annually	A	0.004
A/D - Alternate Days	A/D	0.500
D - Daily	D	1.000
D/A - Daily adjusted (see note)	D/A	
M - Monthly	M	0.048
Q - Quarterly	Q	0.016
S/A - Semiannually	S/A	0.008
W - Weekly	W	0.200

Auditorium Stage & Wings



Construction

Floor: Aisles (6' wide) carpet
 Front (15' deep) carpet
 Lobby (30' deep) carpet - total 5,220 SF
 Under seats vinyl tile - 3,600 SF
 Stage (60' x 30') wood - 1,800 SF
 Wings (2 - 12' x 30') wood - 720 SF
Walls: Gypsum flat, semi-gloss paint
Doors: 4 - double, metal (painted) - 84 SF with 1/2 glass - 84 SF
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Seating: 1,000 - Upholstered seats

Features

1. Wings - 12' x 30'
2. Stage - 60' x 30'
3. 25 rows of 24 seats across 1" in 12" slope

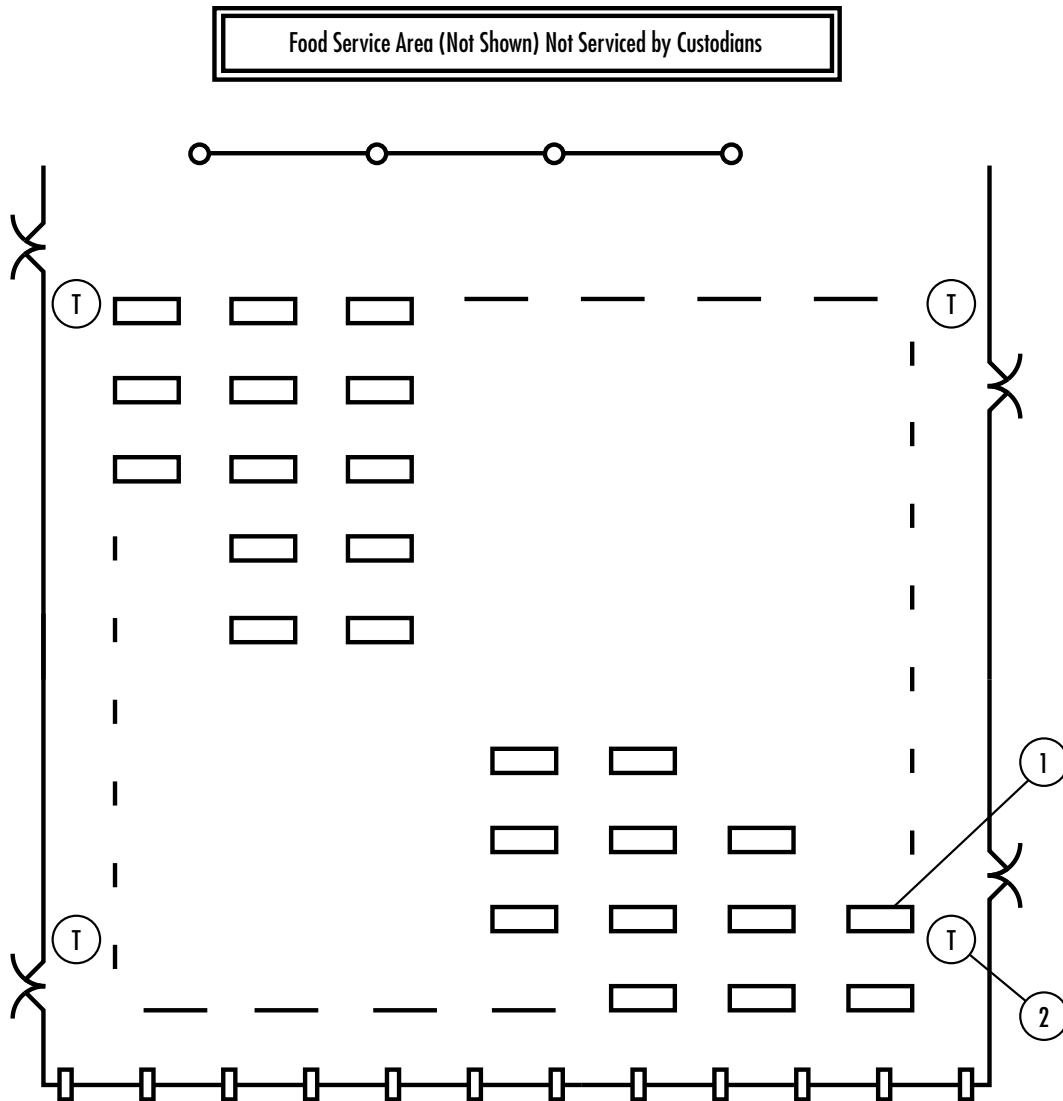
Total square footage cleaned including auditorium, stage and wings - 11,340 SF

Auditorium Stage & Wings Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Damp-mop floors	D 35.68	A/D 17.84	W 7.136	M 1.71264		35.68
Sweep/dust-mop floor	D 18.27	D 18.27	W 3.654	M 0.87696	0	18.27
Adjusted Minutes subtotal	53.95	36.11	10.79	2.5896	0	
CSF/Custodian	19,618.16	29,310.44	98,090.82	408,711.77		
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Strip and refinish floor	A 1.4218	A 1.4218	A 1.4218	A 1.4218	0	355.45
Adjusted Minutes subtotal	1.4218	1.4218	1.4218	1.4218		
CSF/Custodian	744,408.50	744,408.50	744,408.50	744,408.50		
Total Adjusted minutes	55.3718	37.5318	12.2118	4.0114	0	
Total CSF/Custodian	19,114	28,200	86,670	263,848		

Frequency Codes & Adjustment Factors	Code	Factor
A - Annually	A	0.004
A/D - Alternate Days	A/D	0.500
D - Daily	D	1.000
D/A - Daily adjusted (see note)	D/A	
M - Monthly	M	0.048
Q - Quarterly	Q	0.016
S/A - Semiannually	S/A	0.008
W - Weekly	W	0.200

Cafeteria (Carpet or Hard Floor)



Construction

Floor: Carpet 100' x 100' (10,000 CSF)
 Walls: Gypsum semi-gloss latex paint
 Windows: One wall, floor to ceiling (15 ft.) with venetian blinds (1,500 CSF)
 Window Ledge: 100' long
 Doors: 6' Wide double, glass
 Ceiling: 2' x 4' Dropped, exposed grid
 Lighting: 100 - 1' x 4' Two-tube fluorescent

Features

1. 80 - Six person (30" x 72") movable tables with attached seating
2. 4 - Torpedo trash cans

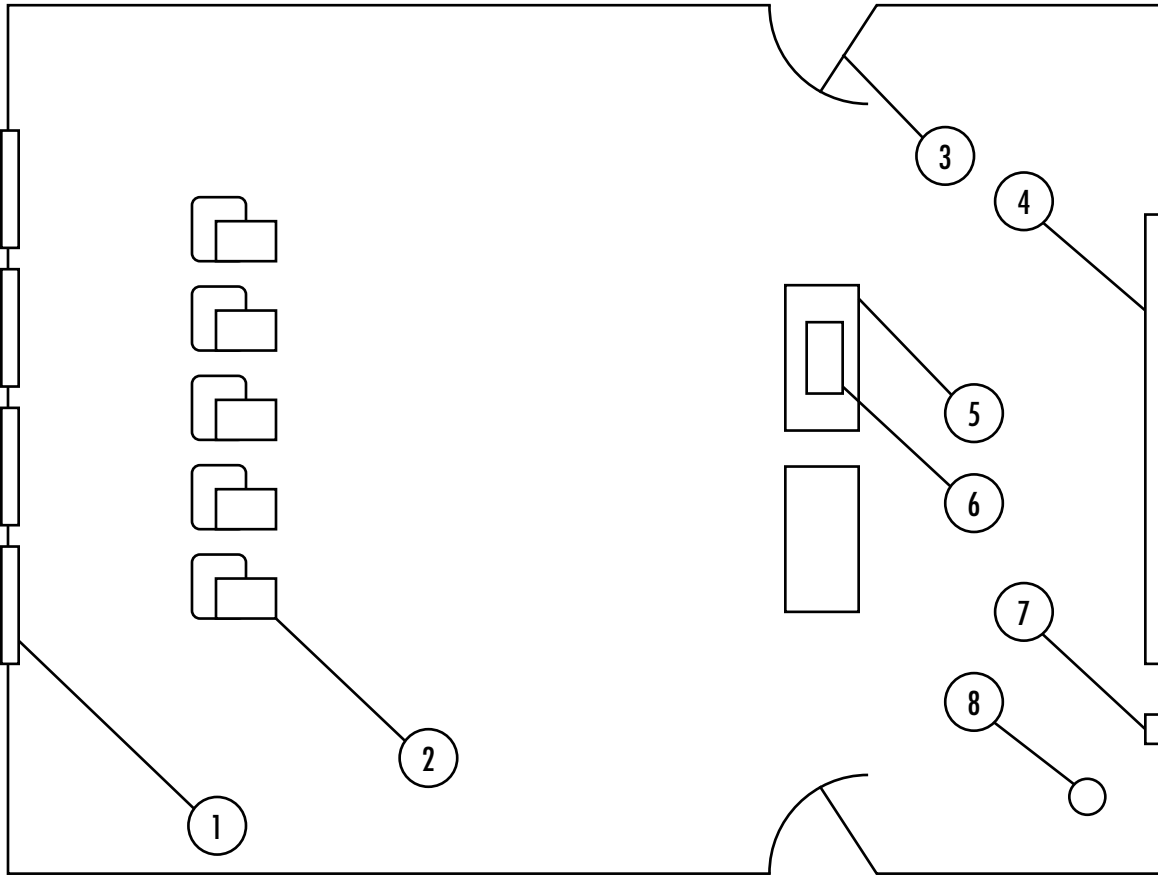
Cafeteria (Carpet or Hard Floor) Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Straighten furniture	D 47.49	D 47.49	D 47.49	D 47.49	D 47.49	47.49
Vacuum carpet	D 47.49	D 47.49	D 47.49	D 47.49	D 47.49	47.49
Sweep, dust-mop floors	D 42.5	D 42.5	D 42.5	D 42.5	D 42.5	42.5
Spray-buff/burnish floors	A/D 65.5	W 26.2	W 26.2	W 26.2	W 26.2	131
Damp-mop floors	D 80.15	D 80.15	D 80.15	D 80.15	D 80.15	80.15
Dust flat surfaces (window ledge)	D 20.96	A/D 10.48	A/D 10.48	A/D 10.48	A/D 10.48	20.96
Wipe table and seating	D 49.57	D 49.57	D 49.57	D 49.57	D 49.57	49.57
Spot-clean walls and doors	D 24.33	W 4.866	W 4.866	W 4.866	W 4.866	24.33
Empty trash containers	D 5.03	D 5.03	D 5.03	D 5.03	D 5.03	5.03
Spot-clean carpet	D 70.56	A/D 35.28	A/D 35.28	A/D 35.28	A/D 35.28	70.56
Relamp	D/A 0.58	D/A 0.58	D/A 0.58	D/A 0.58	D/A 0.58	3.46
Adjusted Minutes subtotal	454.16	349.64	349.64	349.64	349.64	
CSF/Custodian	9,247.82	12,012.45	12,012.45	12,012.45	12,012.45	
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Interim carpet care	W 37.324	M 8.95776	M 8.95776	M 8.95776	M 8.95776	186.62
Restorative carpet care	M 19.86864	Q 6.62288	Q 6.62288	Q 6.62288	Q 6.62288	413.93
Interim floor care	Q 2.592	S/A 1.296	S/A 1.296	S/A 1.296	S/A 1.296	162
Strip/refinish floors	Q 18.16	S/A 9.08	S/A 9.08	S/A 9.08	S/A 9.08	1135
Clean light fixture	S/A 0.81864	A 0.40932	A 0.40932	A 0.40932	A 0.40932	102.33
Dust blinds	W 14.342	M 3.44208	M 3.44208	M 3.44208	M 3.44208	71.71
Clean table and chairs	Q 4.83472	S/A 2.41736	S/A 2.41736	S/A 2.41736	S/A 2.41736	302.17
Clean windows	S/A 1.51568	A 0.75784	A 0.75784	A 0.75784	A 0.75784	189.46
Clean trash containers	W 0.942	M 0.22608	M 0.22608	M 0.22608	M 0.22608	4.71
Adjusted Minutes subtotal	100.40	33.21	33.21	33.21	33.21	
CSF/Custodian	41,834	126,471	126,471	126,471	126,471	
Total Adjusted minutes	554.56	382.85	382.85	382.85	382.85	
Total CSF/Custodian	7,574	10,970	10,970	10,970	10,970	

Choose the appropriate floor surface
Insert "N" for the frequency code of those tasks not required for the specific floor type.

Frequency Codes & Adjustment Factors	Code	Factor	Frequency Codes & Adjustment Factors	Code	Factor
A - Annually	A	0.004	N - Not applicable (see note)	N	0.000
A/D - Alternate Days	A/D	0.500	Q - Quarterly	Q	0.016
D - Daily	D	1.000	S/A - Semiannually	S/A	0.008
D/A - Daily adjusted	D/A	0.168	W - Weekly	W	0.200
M - Monthly	M	0.048			

Classroom (Carpet or Hard Surface, heavy or normal use)



Construction

30' x 40' (1,200 SF)

Gypsum walls, light semi-gloss paint

Exposed grid drop ceiling

36 recessed, two-tube 2' x 4' fluorescents

Carpeted floor

1 supply air vent, 18" x 24"

Features

1. 4 windows, 50 SF* total area with venetian blinds
2. 50 tablet arm chairs, moveable
3. 2 36" doors, each with a 4-SF window
4. Chalkboard, 50 SF
5. 2 work tables*
6. 1 lectern*
7. 1 pencil sharpener
8. 1 wastebasket with liner

*Window ledges, work tables, and lectern total 40 SF of dusting surface.

Note: Heavy use areas are identical in appearance to their "normal use" counterparts except that added daily cleaning activities are scheduled due to the heavy use.

Classroom (Carpet or Hard Surface, heavy or normal use) Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Spot clean walls and doors	D 3.12	W 0.624	M 0.14976	S/A 0.02496		3.12
Relamp	D/A 0.58	D/A 0.58	D/A 0.58	D/A 0.58	D/A 0.58	3.46
Clean Chalkboards and trays	D 3.15	W 0.63	W 0.63	M 0.1512		3.15
Dust flat surfaces	D 1.16	W 0.232	W 0.232	M 0.05568		1.16
Empty waste containers	D 0.46	D 0.46	D 0.46	A/D 0.23	A/D 0.23	0.46
Empty pencil sharpeners	D 0.4	D 0.4	D 0.4	A/D 0.2		0.4
Sweep, dust-mop floors	D 16.40	D 16.40	A/D 8.20	A/D 8.20	A/D 8.20	16.4
Damp-mop floors	D 16.61	M 0.80	M 0.80	S/A 0.13		16.61
Vacuum carpet and straighten chairs	D 16.13	A/D 8.065	A/D 8.065	A/D 8.065	A/D 8.065	16.13
Spot clean carpets	D 8.47	W 1.694	M 0.40656	Q 0.13552	Q 0.13552	8.47
Clean erasers	D 0.6	D 0.6	D 0.6	A/D 0.3	A/D 0.3	0.6
Adjusted Minutes subtotal	67.08	30.48	20.52	18.08	17.51	
CSF/Custodian	7,513	16,534	24,559	27,881	28,781	
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Dust blinds	M 0.2376	A 0.0198	A 0.0198			4.95
Clean furniture and seating	Q 1.17968	A 0.29492	A 0.29492			73.73
Clean trash containers	W 0.202	S/A 0.00808	S/A 0.00808	A 0.00404		1.01
Dust vents	M 0.072	Q 0.024	S/A 0.012	S/A 0.012	A 0.006	1.5
Perform interim carpet care	Q 0.5536	Q 0.5536	S/A 0.2768			34.6
Perform restorative carpet care	A 0.33932	A 0.33932	A 0.33932	A 0.33932		84.83
Perform interm floor care	Q 1.40416	Q 1.40416				87.76
Spray-buff/burnish floors	W 2.992	M 0.71808	Q 0.23936	S/A 0.11968		14.96
Clean windows	A 0.05692	A 0.05692	A 0.05692			14.23
Clean light fixtures	A 0.40496	A 0.40496	A 0.40496			101.24
Adjusted Minutes subtotal	7.44	3.82	1.65	0.48	0.01	
CSF/Custodian	67,722	131,805	305,055	1,060,963	84,000,000	
Total Adjusted minutes	74.52352	34.3074	22.17404	18.55156	17.5178	
Total CSF/Custodian	6,763	14,691	22,729	27,168	28,771	

Choose the appropriate floor surface

Insert "N" for the frequency code of those tasks not required for the specific floor type.

Heavy use classrooms may require twice as much servicing as other classrooms. The Twice Daily (TD) frequency code may be used accordingly. Otherwise, the Daily code (D) is more typical.

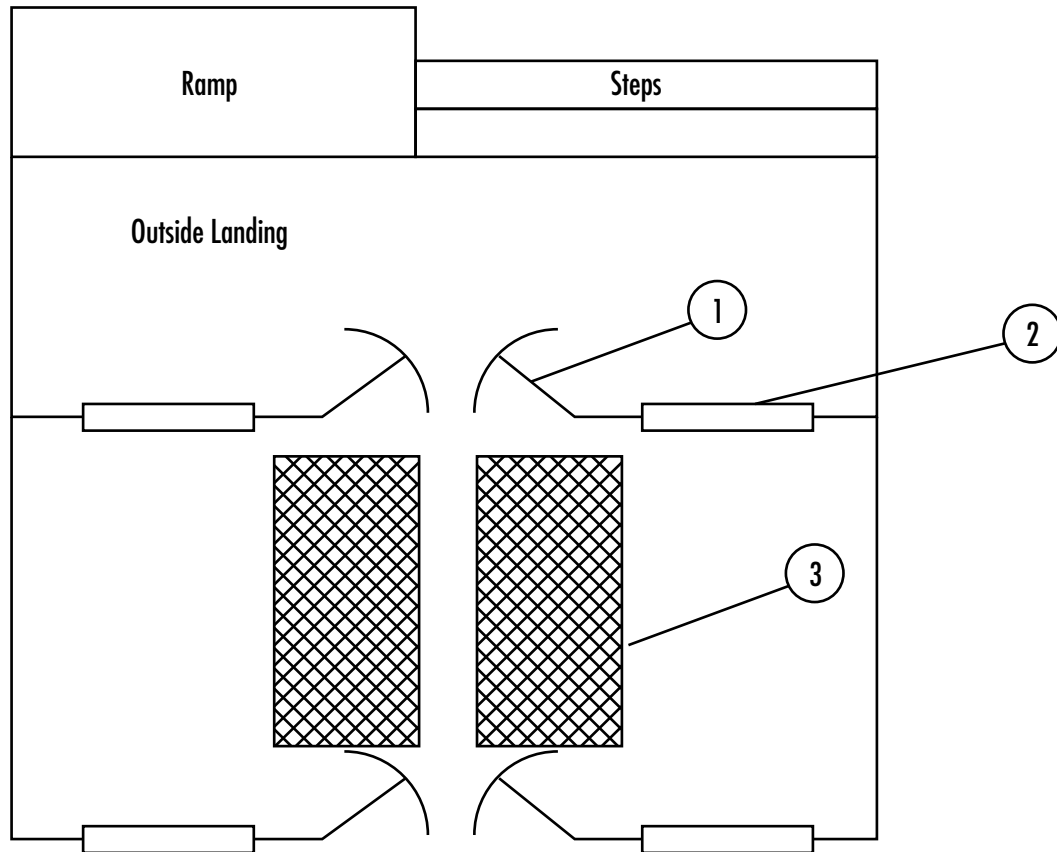
Frequency Codes & Adjustment Factors

Code	Factor
A - Annually	0.004
A/D - Alternate Days	0.500
D - Daily	1.000
D/A - Daily adjusted	0.168
M - Monthly	0.048

Frequency Codes & Adjustment Factors

Code	Factor
N - Not applicable (see note)	0.000
Q - Quarterly	0.016
S/A - Semiannually	0.008
TD - Twice Daily	2.000
W - Weekly	0.200

Entranceway



Construction

Exterior

Ramp, steps, and outside landing of concrete
8' x 14' wide, or 112 SF

Interior

Windows and doors set in metal frames
Vinyl composition floor tile, 8' x 15' or 120 SF
Painted concrete block walls
Exposed grid drop ceiling with 4 two-tube 1' x 4'
recessed light fixtures

Features

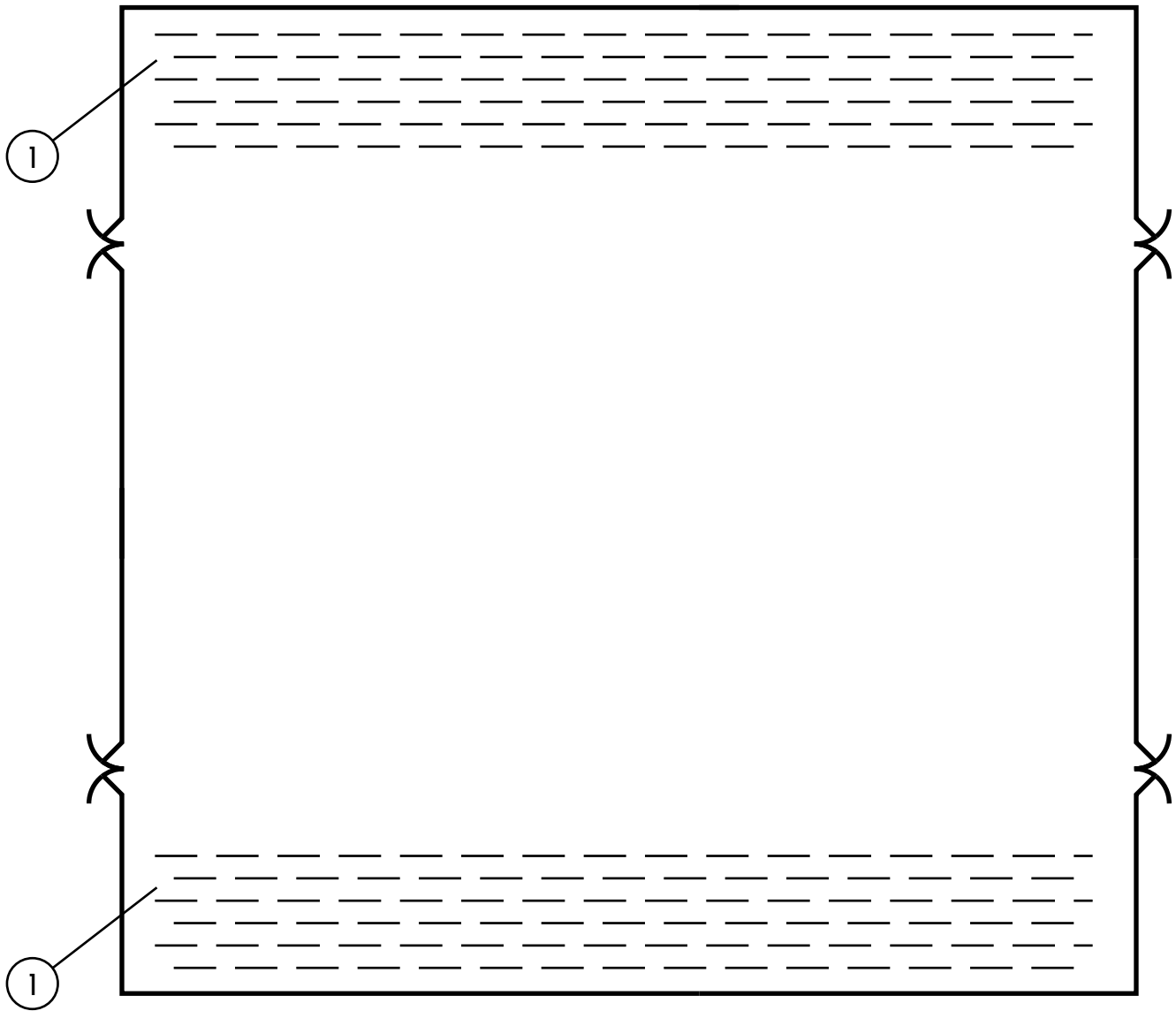
1. 4 3' x 7' glass doors
2. 4 3' x 7' windows
3. 2 4' x 6' walk-off mats

Entranceway Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Clean doors and windows	A/D 5.86	W 2.344	M 0.56256	Q 0.18752	S/A 0.09376	11.72
Clean/roll-up walk-off mats	D 1.29	D 1.29	A/D 0.645	W 0.258	M 0.06192	1.29
Damp-mop floors	D 3.08	D 3.08	D 3.08	A/D 1.54	W 0.616	3.08
Dust flat surfaces	D 0.49	D 0.49	W 0.098	M 0.02352		0.49
Relamp incandescent	D/A 0.01	D/A 0.01	D/A 0.01	D/A 0.01	D/A 0.01	3.46
Spot-clean walls and entrance doors	A/D 0.72	W 0.288	M 0.06912	Q 0.02304	A 0.00576	1.44
Spray-buff/burnish floors	A/D 1.33	W 0.532	M 0.12768	Q 0.04256		2.66
Sweep outside ramp and landing	D 3.44	W 0.688	M 0.16512			3.44
Sweep/dust-mop floor	D 1.91	D 1.91	D 1.91	D 1.91	D 1.91	1.91
Adjusted Minutes subtotal	18.13	10.63	6.67	3.99	2.70	
CSF/Custodian	5,374.52	9,164.79	14,614.22	24,392.69	36,123.14	
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Interim floor care	M 0.63408	Q 0.21136	Q 0.21136	Q 0.21136		13.21
Clean light fixtures	Q 0.10576	S/A 0.05288	A/D 3.305			6.61
Strip and refinish floors	A 0.13648	A 0.13648	A 0.13648	A 0.13648		34.12
Clean walk-off mats	Q 0.09904	S/A 0.04952	A 0.02476			6.19
Adjusted Minutes subtotal	0.98	0.45	3.68	0.35	0.00	
CSF/Custodian	99,902	216,418	26,496	280,129		
Total Adjusted minutes	19.11	11.08	10.35	4.34	2.70	
Total CSF/Custodian	5,100	8,792	9,419	22,439	36,123	

Frequency Codes & Adjustment Factors	Code	Factor
A - Annually	A	0.004
A/D - Alternate Days	A/D	0.500
D - Daily	D	1.000
D/A - Daily adjusted (see note)	D/A	
M - Monthly	M	0.048
Q - Quarterly	Q	0.016
S/A - Semiannually	S/A	0.008
TD - Twice Daily	TD	2.000
W - Weekly	W	0.200

Gymnasium (Wood Floor)



Construction

Floor: Hardwood, clear finish 100' x 100' (10,000 csf)
Walls: Gypsum, semi-gloss latex finish
Doors: 4' - 6' double, with 2' x 2' glass
Ceiling: Exposed grid with tectum sections
Lighting: Metal halid (not serviced by custodians)

Features

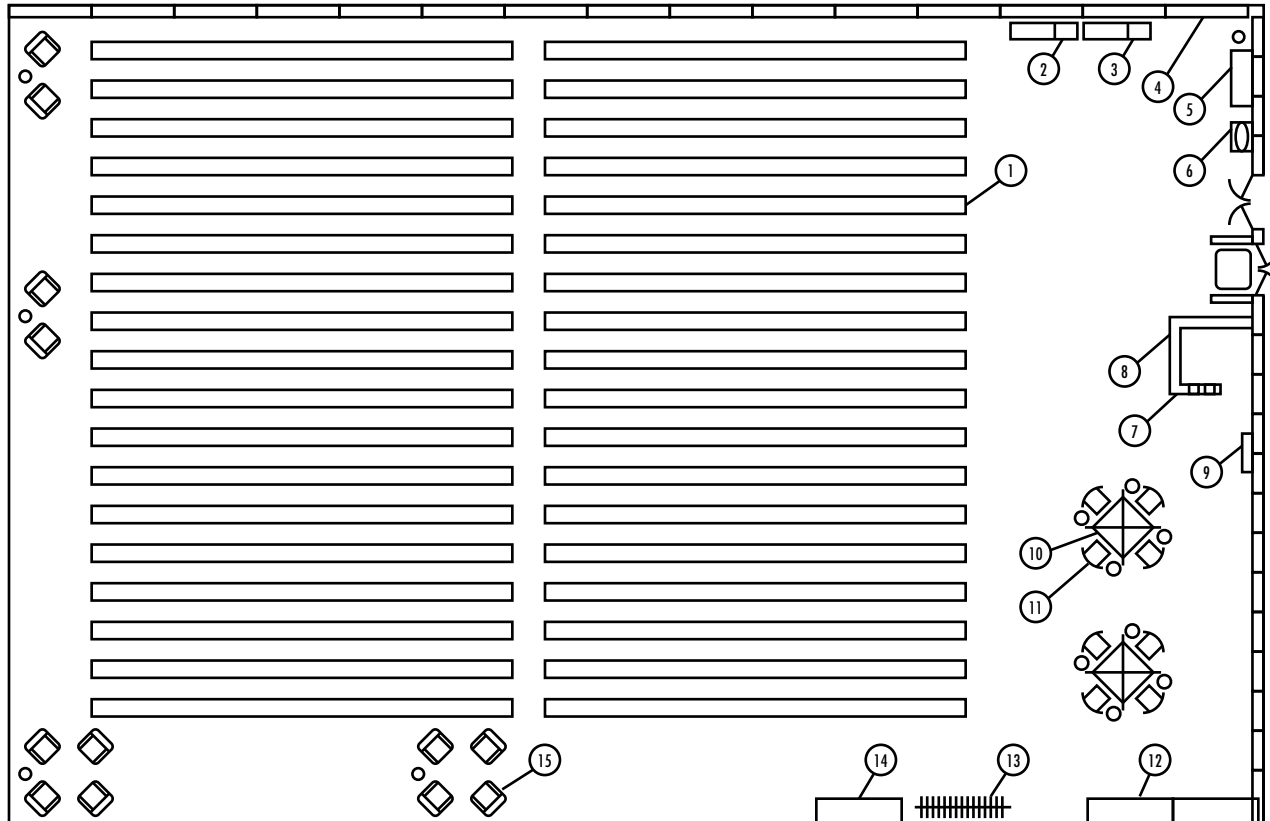
1. 2 - Full width sets of retractable bleachers; wood or plastic seating (3,000 SF, total)

Gymnasium (Wood Floor) Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Spot-clean walls and doors	D 76.25	W 15.25	M 3.66	Q 1.22	A 0.305	76.25
Sweep/dust-mop floor	D 71.08	D 71.08	A/D 35.54	W 14.216	M 3.41184	71.08
Adjusted Minutes subtotal	147.33	86.33	39.20	15.44	3.72	
CSF/Custodian	28,507	48,651	107,143	272,091	1,129,992	
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Clean bleachers framework	Q 6.72704	A 1.68176				420.44
Clean multiple seating (bleachers)	M 15.99552	Q 5.33184	Q 5.33184	A 1.33296		333.24
Strip and refinish floor	S/A 11.808	A 5.904	A 5.904			1476
Dust flat surface, including bleachers	W 28.488	M 6.83712	Q 2.27904	A		142.44
Adjusted Minutes subtotal	63.02	19.75	13.51	1.33	0.00	
CSF/Custodian	66,647	212,607	310,769	3,150,882		
Total Adjusted minutes	210.35	106.08	52.71	16.77	3.72	
Total CSF/Custodian	19,967	39,591	79,674	250,463	1,129,992	

Frequency Codes & Adjustment Factors	Code	Factor
A - Annually	A	0.004
A/D - Alternate Days	A/D	0.500
D - Daily	D	1.000
D/A - Daily adjusted (see note)	D/A	
M - Monthly	M	0.048
Q - Quarterly	Q	0.016
S/A - Semiannually	S/A	0.008
TD - Twice Daily	TD	2.000
W - Weekly	W	0.200

Library (Carpet or Hard Floor)



Construction

150 x 100 (15,000 SF)

Floor: Carpet - 11,400 SF (less bookshelf footprints)

Walls: (8' ceiling):

2 - Brick (2,000 SF)

2 - Glass - 2,000 SF (one side)

Ceiling: Dropped, exposed grid

Lamps: 400 - 1' x 4' Two-tube fluorescent

Entrance Door: Glass

Security Exit Door: Glass

Ceiling Air Vents: 30

Check-out/Reference Desk: (100 SF
horizontal surface)

Features

1. 36 - 2' x 50' bookshelves (2½ ft. space between)

2. Manual card file with writing table

3. Computer card file with writing table

4. 3 - Recycling containers

5. Copier

6. Drinking fountain

7. 2 - Pencil sharpeners

8. 15 - Torpedo waste receptacles

9. Fire extinguisher

10. 2 - Four position study carrels (50 SF
horizontal surface)

11. 8 - Side chairs

12. 2 - Walnut display cases (8'W x 4'H x 1.5'D)

13. Newspaper rack

14. Magazine rack

15. 12 - Overstuffed chairs

Library (Carpet or Hard Floor) Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Spot clean walls and doors	A/D 18.41	W 7.36	M 1.77	Q 0.59		36.82
Relamp	D/A 0.88	D/A 0.88	D/A 0.88	D/A 0.88	D/A 0.88	2.3
Clean water fountains	D 2.01	D 2.01	D 2.01	D 2.01	D 2.01	2.01
Dust flat surfaces	A/D 9.06	W 3.62	M 0.87	Q 0.29		18.12
Empty waste containers	D 13.81	D 13.81	D 13.81	A/D 6.91	W 2.76	13.81
Empty pencil sharpeners	D 0.91	D 0.91	D 0.91	A/D 0.46		0.91
Sweep, dust-mop floors	D 205	D 205	D 205	A/D 102.50		205
Damp-mop floors	D 207.71	M 9.97008	M 9.97008	S/A 1.66		207.71
Vacuum carpet and straighten chairs	D 142.47	A/D 71.24	W 28.49	W 28.49	W 28.49	142.47
Spot clean carpets	D 62.17	W 12.43	M 2.98	Q 0.99	Q 0.99	62.17
Adjusted Minutes subtotal	662.43	327.24	266.70	144.78	35.14	
CSF/Custodian	9,510	19,252	23,622	43,514	179,279	
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Clean furniture and seating	Q 2.02	Q 2.02	Q 2.02			126.35
Clean trash containers	M 0.89	M 0.89	Q 0.30	S/A 0.15		18.45
Dust vents	W 6.67	M 1.60	Q 0.53	S/A 0.27		33.36
Interim floor care	Q 17.55	Q 17.55				1097
Strip/refinish floors	A 8.33	A 8.33	A 8.33	A 8.33		2083
Perform interim carpet care	Q 4.48	Q 4.48	Q 4.48			279.92
Perform restorative carpet care	A 2.66	A 2.66	A 2.66	A 2.66	A 2.66	663.87
Clean windows	Q 4.06	S/A 2.03	S/A 2.03	A 1.02		254.03
Clean light fixtures	S/A 3.76	S/A 3.76	A 1.88			470.52
Adjusted Minutes subtotal	50.43	43.32	22.23	12.42	2.66	
CSF/Custodian	124,935	145,419	283,387	507,325	2,372,452	
Total Adjusted minutes	274.27	129.71	65.63	44.71	37.81	
Total CSF/Custodian	22,970	48,568	95,988	140,901	166,642	

Choose the appropriate floor surface
Insert "N" for the frequency code of those tasks not required for the specific floor type.

Frequency Codes & Adjustment Factors

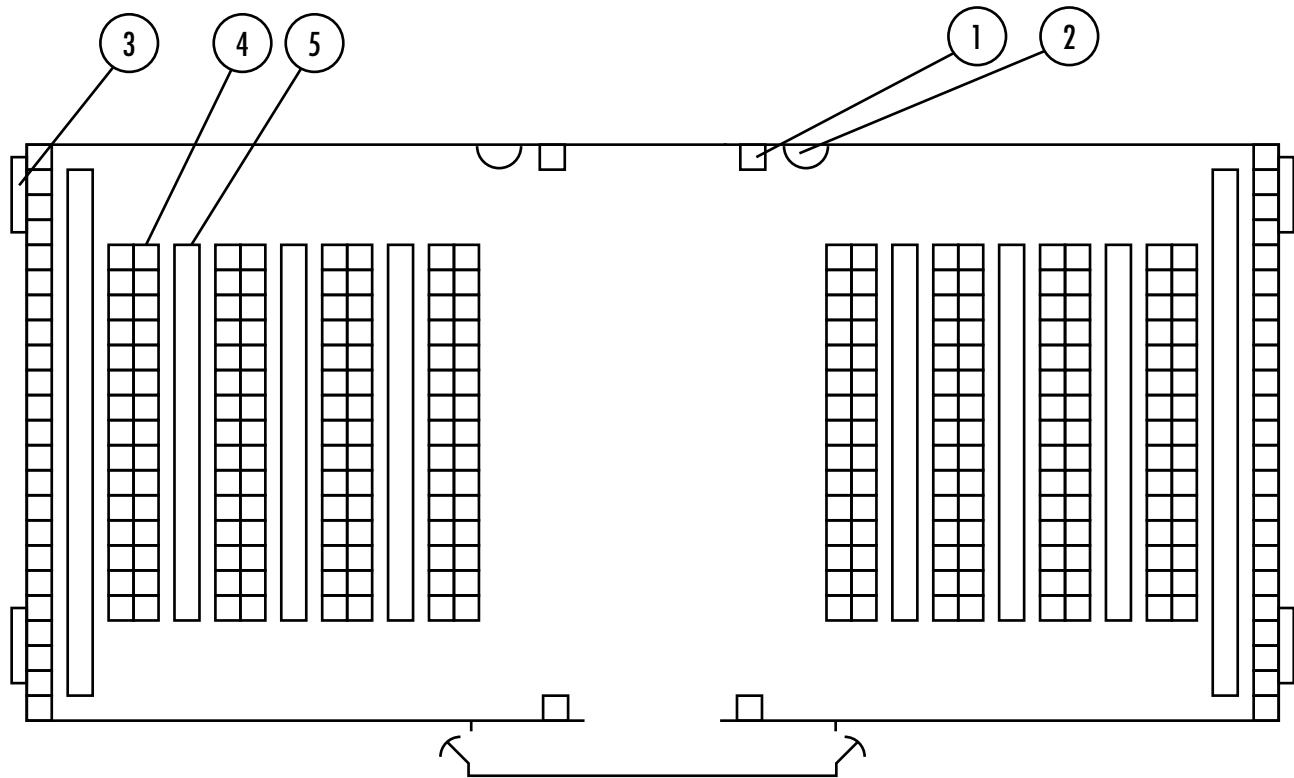
A - Annually
A/D - Alternate Days
D - Daily
D/A - Daily adjusted
M - Monthly

Code Factor
A 0.004
A/D 0.500
D 1.000
D/A 0.168
M 0.048

Frequency Codes & Adjustment Factors

Code Factor
N - Not applicable (see note) N 0.000
Q - Quarterly Q 0.016
S/A - Semiannually S/A 0.008
TD - Twice Daily TD 2.000
W - Weekly W 0.200

Locker/Changing Room – No Shower



Construction

Locker Room

63' x 30' or 1,960 SF (including entry vestibule)

Sealed concrete floor

Concrete block walls

Concrete ceiling

6" glazed ceramic tile splash apron on perimeter walls and locker pedestal

Steel pipe bench supports

Exposed fluorescent lighting — 3 strips of 7'–8' fixtures equally spaced

Shower Room

25' x 16' or 400 SF

Glazed ceramic tile walls and floor

Gypsum ceiling, light gloss paint

9 recessed waterproof ceiling light fixtures

Features

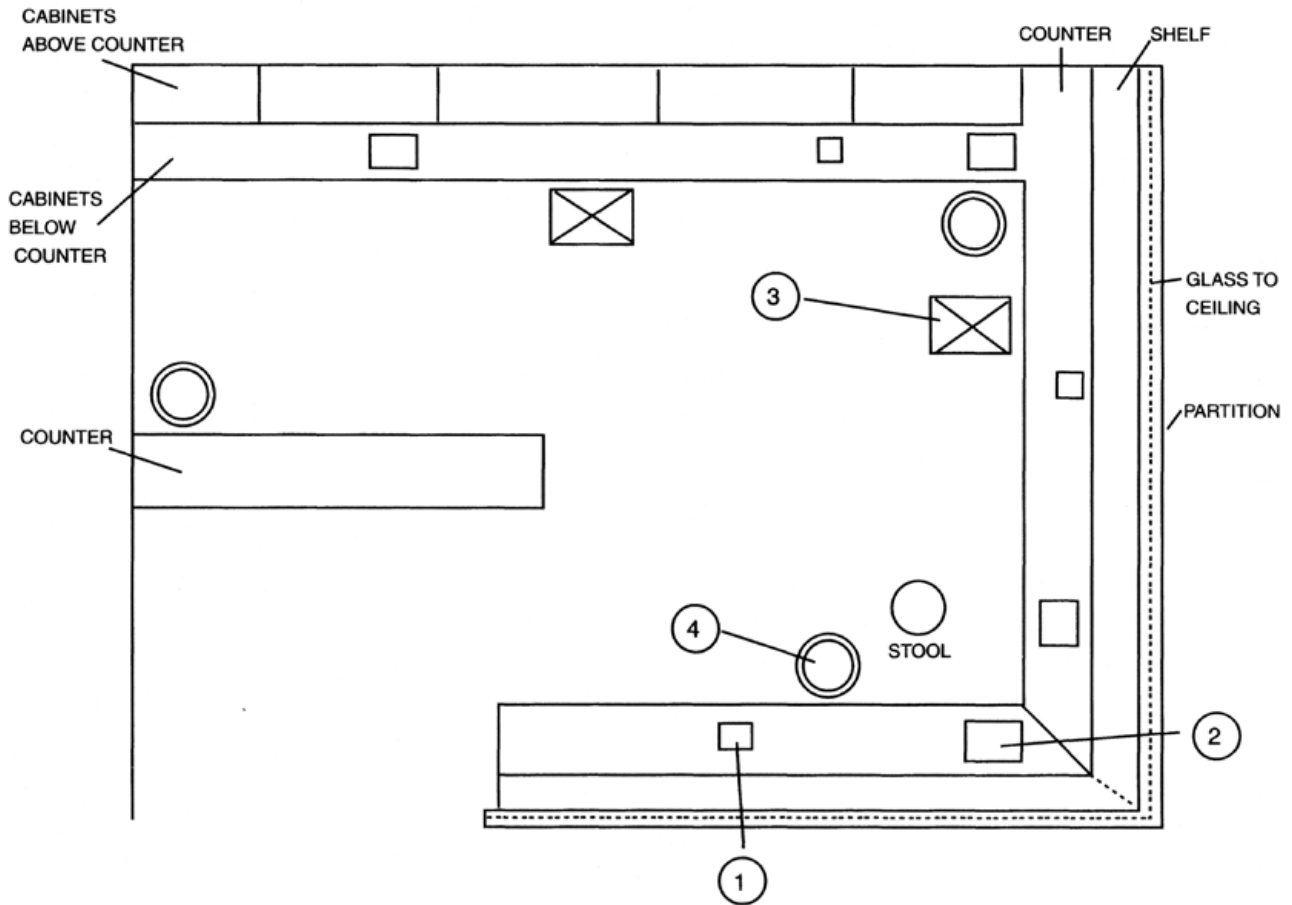
1. 4 waste receptacles
2. 2 water fountains
3. 4 18" x 3' supply air vents
4. 8 double rows of two-tiered 3'-high lockers, 20' long
2 single rows of two-tiered 3'-high lockers, 30' long
5. 6 rows of 20' wooden benches
2 rows of 24' wooden benches

Locker/Changing Room – No Shower Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Clean lockers and benches	D 8.64	D 8.64				8.64
Clean trash containers	W 0.88	W 0.88				1.93
Clean water fountains	D 2.11	D 2.11				2.11
Empty waste containers	D 1.73	D 1.73				1.73
Relamp	D/A 0.04	D/A 0.04				3.46
Spot-clean walls and entrance doors	D 7.59	D 7.59				7.59
Sweep, dust-mop floors	D 15.5	D 15.50				15.5
Wet-mop/auto-scrub floors	D 20.68	D 20.68				20.68
Adjusted Minutes subtotal	57.17	57.17				
CSF/Custodian	14,399	14,399				
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Dust vents	M 0.14	M 0.14				2.89
Strip/refinish floors	S/A 1.78	A 0.89				222.99
Clean light fixtures	S/A 0.32	A 0.16				40.54
Adjusted Minutes subtotal	2.25	1.19				
CSF/Custodian	366,362	690,118				
Total Adjusted minutes	59.42	58.36				
Total CSF/Custodian	13,855	14,105				

Frequency Codes & Adjustment Factors	Code	Factor
A - Annually	A	0.004
A/D - Alternate Days	A/D	0.500
D - Daily	D	1.000
D/A - Daily adjusted (see note)	D/A	
M - Monthly	M	0.048
Q - Quarterly	Q	0.016
S/A - Semiannually	S/A	0.008
TD - Twice Daily	TD	2.000
W - Weekly	W	0.200

Nursing Station



Construction

Size: 11' x 15' (165 SF)
 Floor: Vinyl tile floor
 Walls: Gypsum, semi-gloss latex paint
 Cabinets: Cabinets below counters have composite drawers & doors
 Cabinets above counters have composite doors
 Lighting: 4 recessed two-tube fluorescents
 Vents: 2 - 9' x 12' vents

Features

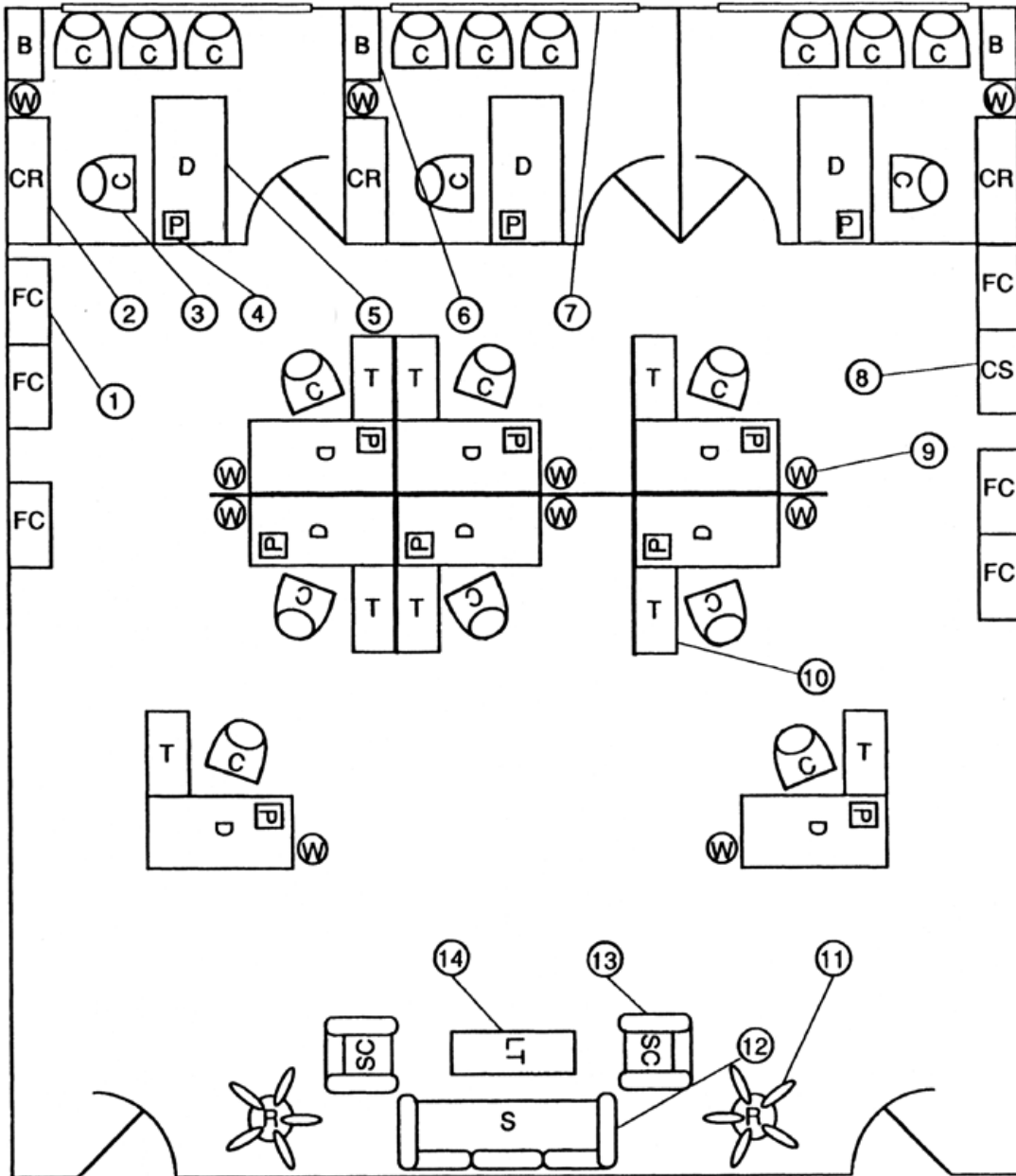
1. 3 Telephones
2. 3 CPUs
3. 2 Chairs
4. Trash receptacles

Nursing Station Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Clean glass	D 2.03	D 2.03				2.03
Clean telephone	W 0.074	W 0.07				0.37
Damp-mop floors	D 2.2	D 2.2				2.2
Dust high surfaces	W 0.12	W 0.12				0.6
Dust, clean, disinfect flat surfaces	D 1.17	D 1.17				1.17
Relamp	D/A 0.03	D/A 0.03				3.45
Empty trash	D 0.20	D 0.20				0.2
Dust vents	W 0.17	W 0.17				0.85
Spot-clean walls and door	D 1.53	D 1.53				1.53
Sweep, dust-mop floors	D 1.87	D 1.87				1.87
Adjusted Minutes subtotal	9.39	9.39				
CSF/Custodian	7,377	7,377				
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Interim floor care	A/W 1.19	A/W 1.19				11.88
Strip/refinish floors	S/A 0.18	S/A 0.18				22.78
Adjusted Minutes subtotal	1.37	1.37				
CSF/Custodian	50,575	50,575				
Total Adjusted minutes	10.76	10.76				
Total CSF/Custodian	6,438	6,438				

Frequency Codes & Adjustment Factors	Code	Factor
A - Annually	A	0.004
A/D - Alternate Days	A/D	0.500
A/W - Alternate Weeks	A/W	0.100
D - Daily	D	1.000
D/A - Daily adjusted (see note)	D/A	
M - Monthly	M	0.048
Q - Quarterly	Q	0.016
S/A - Semiannually	S/A	0.008
TD - Twice Daily	TD	2.000
W - Weekly	W	0.200

Office (Carpet or Hard Floor)



Construction

30' x 40' (1,200 SF)

Carpeted floor

Gypsum, walls, light semi-gloss paint

Drop ceiling, exposed grid

36 recessed two-tube 1' x 4' fluorescent fixtures

45 LF x 4' high upholstered partitions

5 ceiling supply air vents

5 solid core wood entrance doors with louvered vents

Features

1. 6 sets of three-tier lateral file cabinets

2. 3 credenzas

3. 20 desk/side chairs

4. 11 telephones

5. 11 desks

6. 3 two-tier bookcases

7. 3 5' x 3' windows with venetian blinds

8. Table for coffee service

9. 11 wastebaskets

10. 8 typing tables

11. 2 plastic rubber plants

12. Sofa

13. 2 upholstered lounge chairs

14. Low table

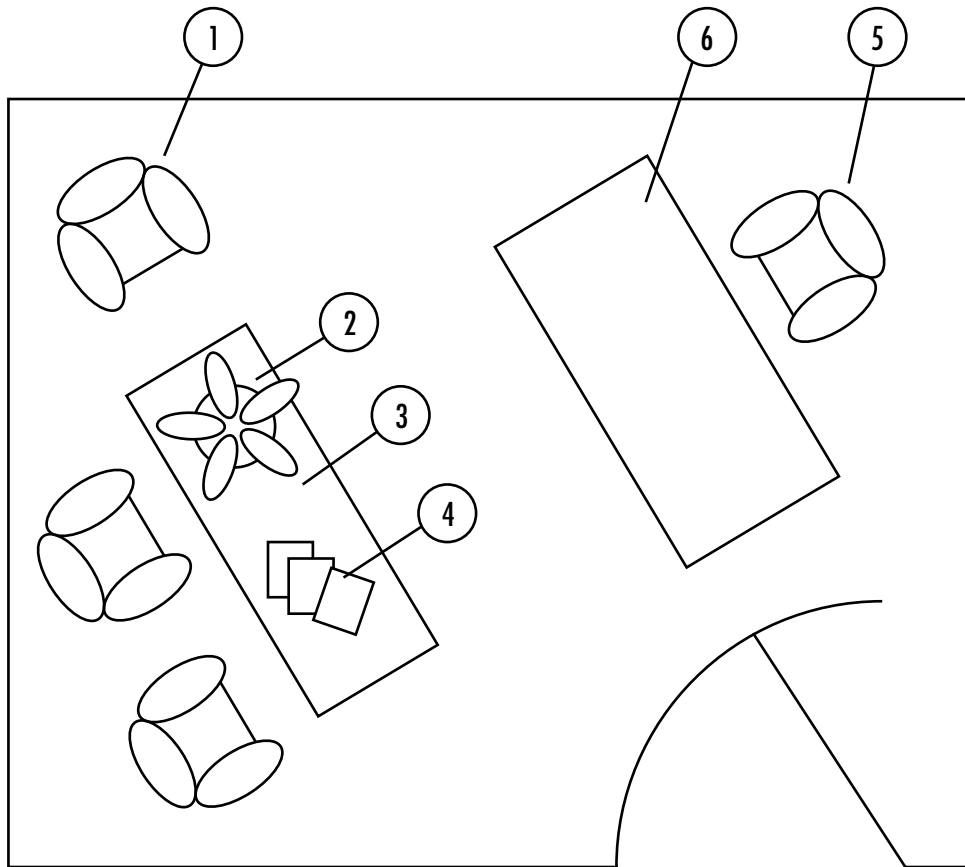
Office (Carpet or Hard Floor) Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Clean telephones	D 4.17	W 0.83	M 0.20	Q 0.07		4.17
Dust furniture and flat surfaces	A/D 1.41	W 0.56	M 0.14	Q 0.05		2.82
Empty waste containers	D 4.37	D 4.37	D 4.37	A/D 2.185	W 0.874	4.37
Relamp	D/A 0.58	D/A 0.58	D/A 0.58	D/A 0.58	D/A 0.58	3.46
Sweep, dust-mop floors	D 16.40	D 16.40	A/D 8.20	A/D 8.20	A/D 8.20	16.4
Damp-mop floors	D 16.61	M 0.80	M 0.80	S/A 0.13		16.61
Spot-clean carpet	D 8.47	W 1.69	M 0.41	Q 0.14	Q 0.14	8.47
Vacuum carpet and straighten furniture	D 16.13	A/D 8.07	W 3.23	W 3.23	W 3.23	16.13
Spot-clean walls, partitions, and doors	A/D 2.375	W 0.95	M 0.228	Q 0.08		4.75
Adjusted Minutes subtotal	70.52	34.26	18.14	14.65	13.02	
CSF/Custodian	7,147	14,713	27,777	34,406	38,719	
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Clean upholstered furniture	Q 1.99	Q 1.99	S/A 0.99	A 0.50		124.22
Clean trash containers	M 0.46	M 0.46	Q 0.15	S/A 0.08		9.68
Dust vents	M 0.09	M 0.09	Q 0.03	S/A 0.02		1.93
Interim floor care	Q 1.40	Q 1.40				87.76
Spray-buff/burnish floors	W 2.99	M 0.72	Q 0.24	S/A 0.12		14.96
Perform Interim carpet care	Q 0.55	Q 0.55	Q 0.55			34.6
Perform restorative carpet care	A 0.34	A 0.34	A 0.34	A 0.34		84.83
Dust blinds	Q 0.05	Q 0.05	S/A 0.02	S/A 0.02		2.83
Clean windows	Q 0.18	S/A 0.09	S/A 0.09	A 0.05		11.37
Clean light fixtures	S/A 0.47	S/A 0.47	A 0.24			58.81
Adjusted Minutes subtotal	8.53	6.17	2.66	1.12		
CSF/Custodian	59,075	81,730	189,428	451,257		
Total Adjusted minutes	79.04784	40.42224	20.80528	15.7654	13.0168	
Total CSF/Custodian	6,376	12,468	24,225	31,969	38,719	

Choose the appropriate floor surface
Insert "N" for the frequency code of those tasks not required for the specific floor type.

Frequency Codes & Adjustment Factors		Code	Factor	Frequency Codes & Adjustment Factors		Code	Factor
A - Annually		A	0.004	N - Not applicable (see note)		N	0.000
A/D - Alternate Days		A/D	0.500	Q - Quarterly		Q	0.016
D - Daily		D	1.000	S/A - Semiannually		S/A	0.008
D/A - Daily adjusted		D/A	0.168	TD - Twice Daily		TD	2.000
M - Monthly		M	0.048	W - Weekly		W	0.200

Patient Conference Room



Construction

Size: 10' x 12' (120 SF)
Floor: Carpeted floor
Walls: Gypsum, semi-gloss paint
Ceiling: Dropped ceiling, exposed grid
Door: Wood entry door

Features

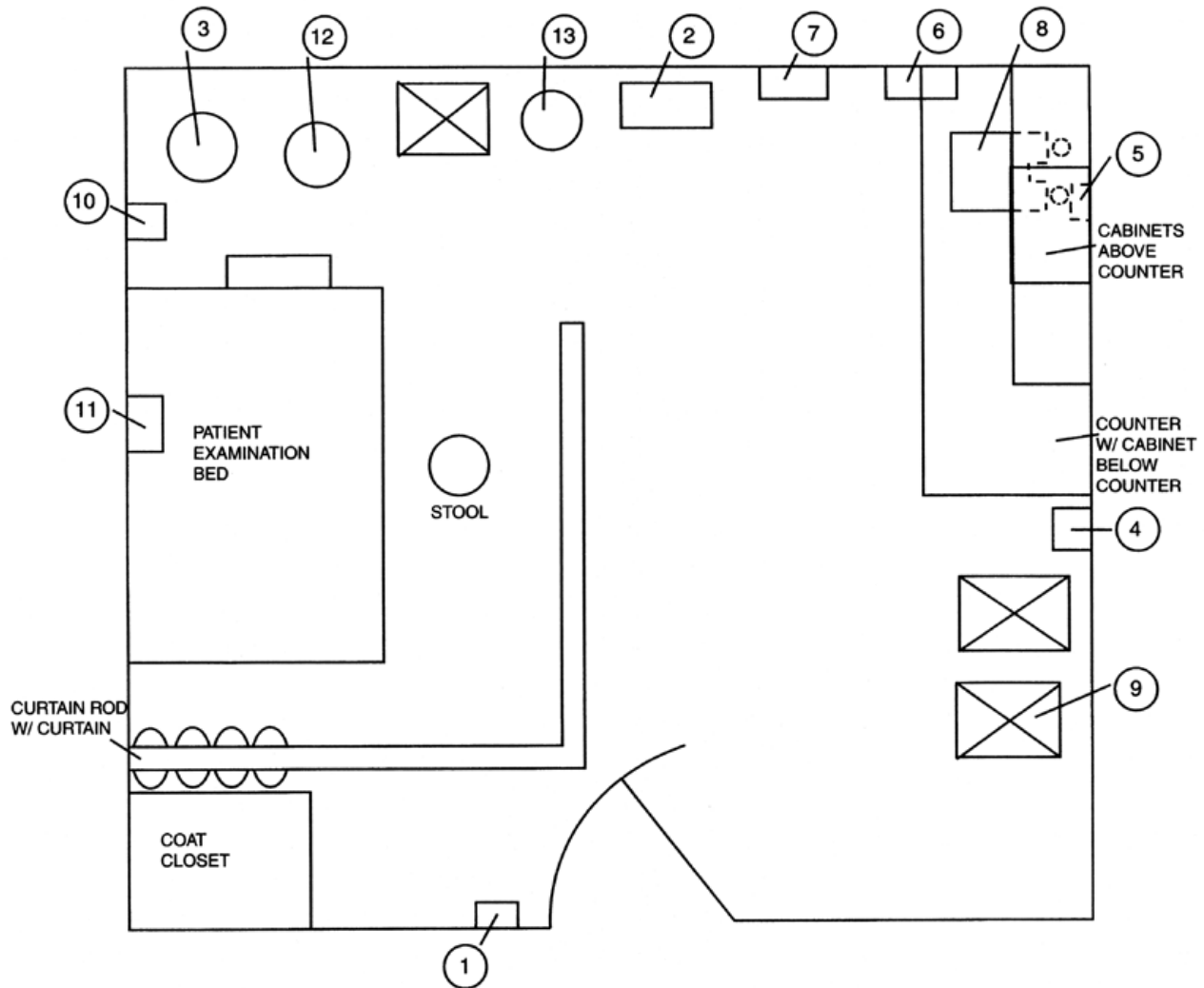
1. 3 - Upholstered chairs
2. Plant
3. 2' x 3' low table
4. Magazines
5. Desk chair
6. Desk

Patient Conference Room Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Clean telephone	D 0.42	D 0.42				0.42
Dust Blinds	W 0.566	W 0.57				2.83
Dust furniture and flat surfaces	D 0.29	D 0.29				0.29
Clean windows	W 0.228	W 0.23				1.14
Empty waste containers	D 0.44	D 0.44				0.44
	W 0.168	W 0.168				0.84
Relamp	D/A 0.08	D/A 0.08				0.88
Dust vents	W 0.386	W 0.386				1.93
Spot-clean walls, partitions, and doors	D 0.47	D 0.47				0.47
Vacuum carpet and straighten furniture	D 1.61	D 1.61				1.61
Adjusted Minutes subtotal	4.66	4.66				
CSF/Custodian	10,820	10,820				
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Clean trash containers	M 0.05	M 0.05				0.94
Interim carpet care	M 0.17	M 0.17				3.46
Restorative carpet care	S/A 0.07	S/A 0.07				8.48
Adjusted Minutes subtotal	0.28	0.28				
CSF/Custodian	180,619	180,619				
Total Adjusted minutes	4.93704	4.93704				
Total CSF/Custodian	10,209	10,209				

Frequency Codes & Adjustment Factors	Code	Factor
A - Annually	A	0.004
A/D - Alternate Days	A/D	0.500
D - Daily	D	1.000
D/A - Daily adjusted (see note)	D/A	
M - Monthly	M	0.048
Q - Quarterly	Q	0.016
S/A - Semiannually	S/A	0.008
TD - Twice Daily	TD	2.000
W - Weekly	W	0.200
W - Weekly	W	0.200

Patient Treatment (Carpet or Hard Floor)



Construction

- Size: 11' x 15' (165 SF)
- Floor: Carpet
- Walls: Gypsum, semi-gloss latex paint
- Cabinets: Cabinets below counters have composite drawers & doors
Cabinets above counters have composite doors
- Doors: Wood entry door
- Lighting: 4 recessed two-tube fluorescents

Features

- 1. Telephone
- 2. Trash receptacles
- 3. Bio waste receptacles
- 4. Sharps container
- 5. Soap dispenser
- 6. Towel dispenser
- 7. Mirror lighted
- 8. Sink
- 9. 3 Chairs
- 10. Blood pressure gauge
- 11. Ear/nose/throat scopes
- 12. Exam lamps
- 13. Stainless steel exam dispenser

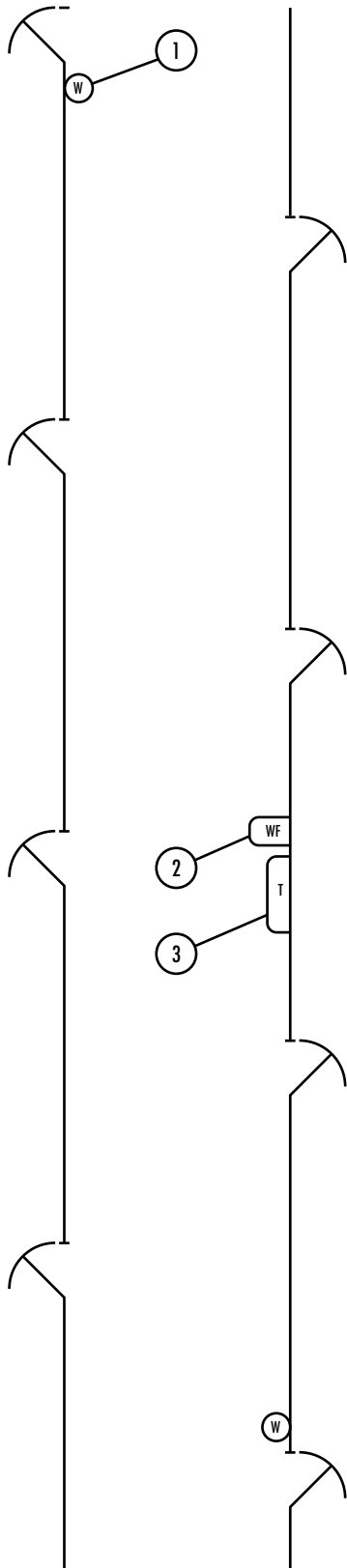
Patient Treatment (Carpet or Hard Floor) Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Clean, disinfect patient table	D 1.00	D 1.00				1.00
Clean, disinfect portable equipment	D 4.50	D 4.50				4.50
Clean, disinfect sink	D 2.22	D 2.22				2.22
Clean telephone	W 0.07	W 0.07				0.37
Relamp	D/A 0.03	D/A 0.03				3.46
Dust high surfaces	W 0.12	W 0.12				0.60
Dust, clean, disinfect flat surfaces	D 1.17	D 1.17				1.17
Dust blinds	D 2.03	D 2.03				2.03
Empty trash	D 0.20	D 0.20				0.20
Remove dirty linen	D 0.60	D 0.60				0.60
Remove hazardous waste	D 0.30	D 0.30				0.30
Restock dispensers	D 2.76	D 2.76				2.76
Spot-clean walls and doors	D 1.53	D 1.53				1.53
Damp-mop floors	D 2.2	D 2.20				2.20
Sweep-dust-mop floors	D 1.87	D 1.87				1.87
Vacuum carpet and straighten furniture	D 2.2	D 2.20				2.20
Adjusted Minutes subtotal	22.81	22.81				
CSF/Custodian	3,039	3,039				
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Clean furniture and seating	S/A 0.08	S/A 0.08				10
Interim floor care	A/W 6.00	A/W 6.00				12
Interim carpet care	M 0.26	M 0.26				5.42
Restorative carpet care	S/A 0.09	S/A 0.09				11.66
Adjusted Minutes subtotal	6.43 CSF/Custodian	6.43 10,772	10,772			
Adjusted Minutes subtotal	0.43	0.43				
CSF/Custodian	161,163	161,163				
Total Adjusted minutes	29.24	29.24				
Total CSF/Custodian	2,370	2,370				

Choose the appropriate floor surface
Insert "N" for the frequency code of those tasks not required for the specific floor type.

Frequency Codes & Adjustment Factors	Code	Factor	Frequency Codes & Adjustment Factors	Code	Factor
A - Annually	A	0.004	N - Not applicable (see note)	N	0.000
A/D - Alternate Days	A/D	0.500	Q - Quarterly	Q	0.016
D - Daily	D	1.000	S/A - Semiannually	S/A	0.008
D/A - Daily adjusted	D/A	0.009	TD - Twice Daily	TD	2.000
M - Monthly	M	0.048	W - Weekly	W	0.200

Public Circulation (Carpet or Hard Floor)



Construction

Floor, carpet

14' wide x 100' long (1,400 SF)

Gypsum walls, light semi-gloss washable paint

Exposed grid drop ceiling

2 rows of 20 1' x 4' recessed fluorescent fixtures

4 1.5'-diameter ceiling air vents

8 varnished wood solid-core doors with metal frames

Features

1. 2 torpedo-style waste receptacles
2. Wall-mounted stainless steel water fountain
3. Wall-mounted telephone booth

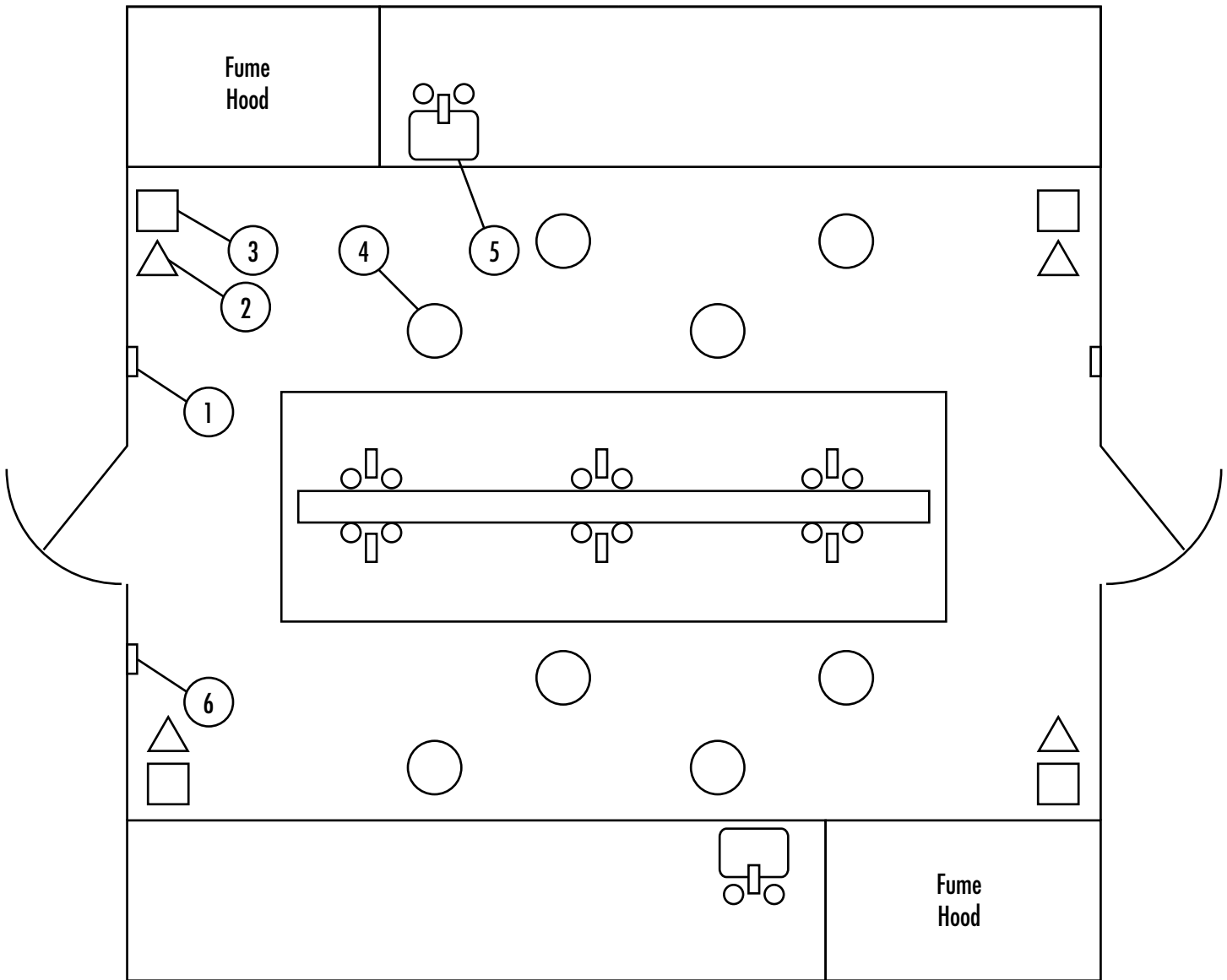
Public Circulation (Carpet or Hard Floor) Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Vacuum carpet and straighten furniture	D 7.15	A/D 3.58	W 1.43	W 1.43	W 1.43	7.15
Clean telephones	D 0.66	D 0.66	D 0.66	D 0.66	D 0.66	0.66
Clean water fountains	D 1.13	D 1.13	D 1.13	D 1.13	D 1.13	1.13
Dust flat surfaces	A/D 0.68	W 0.27	M 0.07	Q 0.02	A 0.01	1.36
Auto-scrub floor	D 14.94	W 2.99	M 0.72	Q 0.24	A 0.06	14.94
Sweep, dust-mop floors	D 8.53	D 8.53	D 8.53	D 8.53	D 8.53	8.53
Spray-buff/burnish floors	D 31.9	W 6.38	M 1.53	Q 0.51	A 0.13	31.9
Empty waste containers	D 0.83	D 0.83	D 0.83	D 0.83	D 0.83	0.83
Relamp	D/A 0.09	D/A 0.09	D/A 0.09	D/A 0.09	D/A 0.09	3.46
Spot-clean walls and doors	D 2.05	W 0.41	M 0.10	Q 0.03	A 0.01	2.05
Spot-clean carpet	D 9.88	W 1.98	W 1.98	Q 0.16	Q 0.16	9.88
Adjusted Minutes subtotal	77.84	26.84	17.06	13.63	13.03	
CSF/Custodian	7,554	21,907	34,471	43,134	45,130	
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Clean trash containers	W 0.41	M 0.10	Q 0.03	S/A 0.02	A 0.01	2.07
Dust vents	W 0.31	M 0.08	Q 0.03	S/A 0.01		1.57
Perform interim carpet care	Q 0.5536	Q 0.5536	Q 0.5536			34.6
Perform restorative carpet care	A 0.33932	A 0.33932	A 0.33932	A 0.33932		84.83
Interim floor care	A 0.37	A 0.37	A 0.37	A 0.37		92.93
Strip/refinish floors	Q 0.65	Q 0.65	Q 0.65			40.5
Clean light fixtures	Q 0.97	S/A 0.49	S/A 0.49	A 0.24		60.93
Adjusted Minutes subtotal	3.62	2.57	2.46	0.98	0.01	
CSF/Custodian	162,632	228,367	239,188	597,634	71,014,493	
Total Adjusted minutes	81.45548	29.41576	19.51628	14.61592	13.03732	
Total CSF/Custodian	7,219	19,989	30,129	40,230	45,101	

Choose the appropriate floor surface
Insert "N" for the frequency code of those tasks not required for the specific floor type.

Frequency Codes & Adjustment Factors	Code	Factor	Frequency Codes & Adjustment Factors	Code	Factor
A - Annually	A	0.004	N - Not applicable (see note)	N	0.000
A/D - Alternate Days	A/D	0.500	Q - Quarterly	Q	0.016
D - Daily	D	1.000	S/A - Semiannually	S/A	0.008
D/A - Daily adjusted	D/A	0.026	TD - Twice Daily	TD	2.000
M - Monthly	M	0.048	W - Weekly	W	0.200

Research Lab with Hazardous Waste



Construction

18' x 18' or 324 SF

Vinyl tile floor

Gypsum walls, semi-gloss paint

Composite counters

Cabinets below all counters have wood drawers and doors

Cabinets above all counters have glass sliding doors to ceiling

9 recessed two-tube 1' x 4' fluorescents

Wood entry doors

Features

1. Telephone

2. 4 hazardous material waste receptacles (only one hazard)

3. 4 waste receptacles

4. 8 wooden-seat lab stools

5. 2 stainless steel sinks

6. 2 9" x 12" louvered vents

Research Lab with Hazardous Waste Matrix

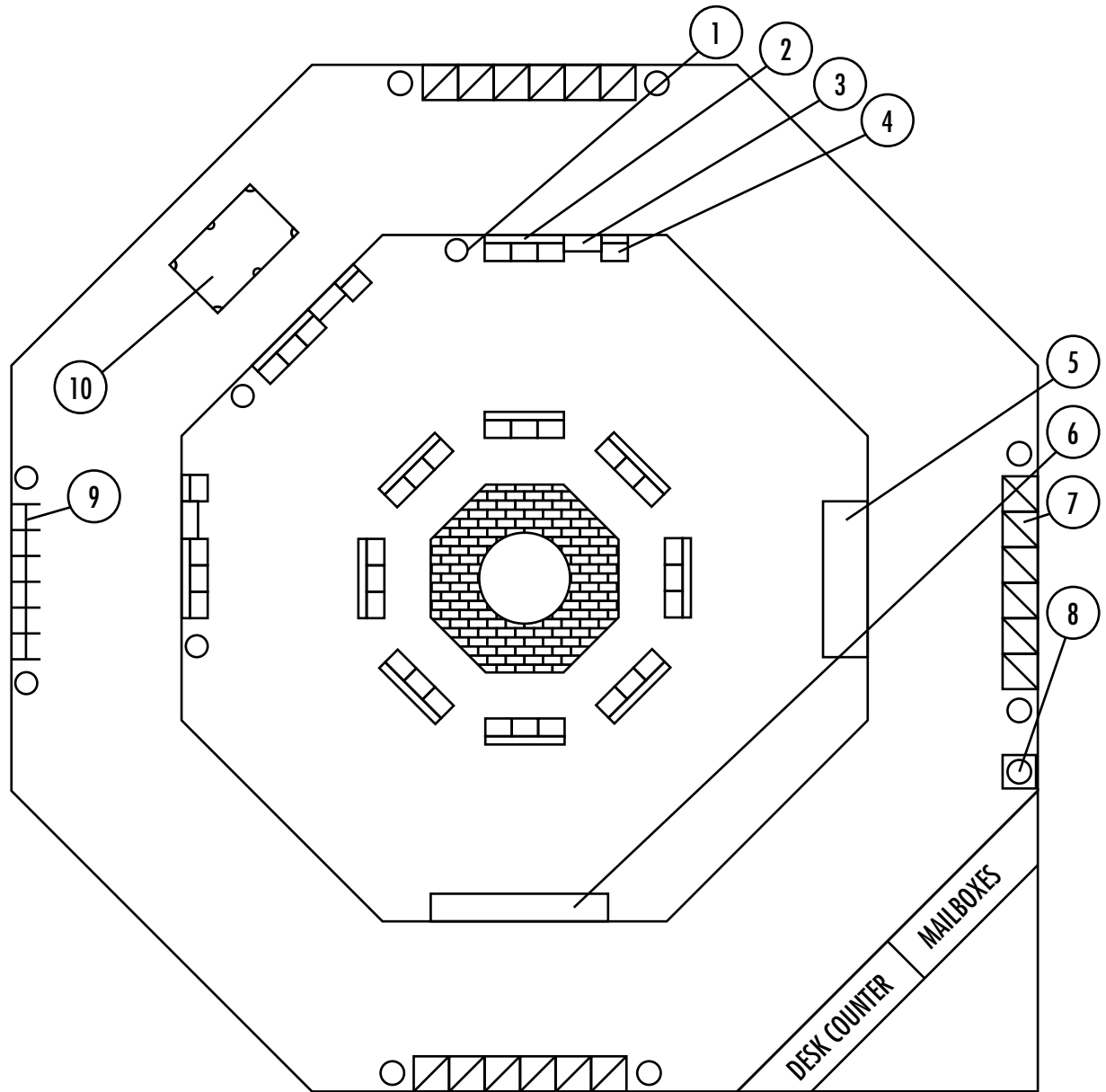
Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Clean lab sink	D 4.32	D 4.32	D 4.32	A/D 2.16	W 0.86	4.32
Clean telephones	D 0.36	D 0.36	D 0.36	A/D 0.18		0.36
Damp-mop floors	A/D 2.045	W 0.818	W 0.818	M 0.19632		4.09
Empty waste containers	D 1.03	D 1.03	D 1.03	A/D 0.52		1.03
Relamp	D/A 0.02	D/A 0.02	D/A 0.02	D/A 0.02	D/A 0.02	3.46
Remove hazardous waste	D 4.31	D 4.31	D 4.31	D 4.31	A/D 2.16	4.31
Spray-buff/burnish floors	D 4.2	W 0.84	M 0.20	Q 0.07		4.2
Sweep, dust-mop floors	D 3.27	D 3.27	A/D 1.64	A/D 1.64	W 0.65	3.27
Adjusted Minutes subtotal	19.56	14.97	12.69	9.08	3.69	
CSF/Custodian	6,959	9,091	10,720	14,981	36,848	
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Clean trash containers	W 0.53	M 0.13	Q 0.04	S/A		2.63
Dust furniture and flat surfaces	W 0.35	M 0.08	Q 0.03	S/A 0.01		1.76
Dust vents	W 0.14	M 0.03	Q 0.01	S/A 0.01		0.69
Interim floor care	Q 0.36	Q 0.36	Q 0.36	S/A 0.18		22.68
Clean light fixtures	S/A 0.10	A 0.05	A			12.63
Clean furniture	Q 0.07	Q 0.07	S/A 0.04	A 0.02		4.57
Clean walls and doors	W 0.53	M 0.13	Q 0.04	S/A 0.02		2.66
Strip and refinish floors	A 0.14	A 0.14	A 0.14			35.97
Adjusted Minutes subtotal	2.23	1.00	0.67	0.24		
CSF/Custodian	61,052	135,819	203,969	565,586		
Total Adjusted minutes	21.78392	15.96992	13.36176	9.32412	3.693	
Total CSF/Custodian	6,247	8,521	10,184	14,594	36,848	

Choose the waste removal activity

Insert "N" for the frequency code for tasks not required (removal of hazardous waste).

Frequency Codes & Adjustment Factors	Code	Factor	Frequency Codes & Adjustment Factors	Code	Factor
A - Annually	A	0.004	N - Not applicable (see note)	N	0.000
A/D - Alternate Days	A/D	0.500	Q - Quarterly	Q	0.016
D - Daily	D	1.000	S/A - Semiannually	S/A	0.008
D/A - Daily adjusted (see note)	D/A		TD - Twice Daily	TD	2.000
M - Monthly	M	0.048	W - Weekly	W	0.200

Residence Hall Lounge



"Standard" Lounge Area (Middle Octagon)

Construction

Fireplace: Brick
 Floor: Carpet - 1,800 SF
 Ceiling: 8' Dropped, exposed grid
 Lamps: 100-150 watt recessed floods

Features

1. 11 - Overstuffed couches
2. 3 - Overstuffed chairs
3. 3 - End tables
4. 3 - Torpedo waste receptacles
5. Big screen TV - 10 SF
6. 1 - Display case - 24 SF glass

"Standard" Vending Area (Outer Octagon)

Construction

Floor: Terrazzo - 2,400 SF
 Walls: Brick
 Doors: Glass - 84 SF
 Ceiling: 8' Dropped, exposed grid
 Lamps: 72 - 1' x 4' Two-tube fluorescent

Features

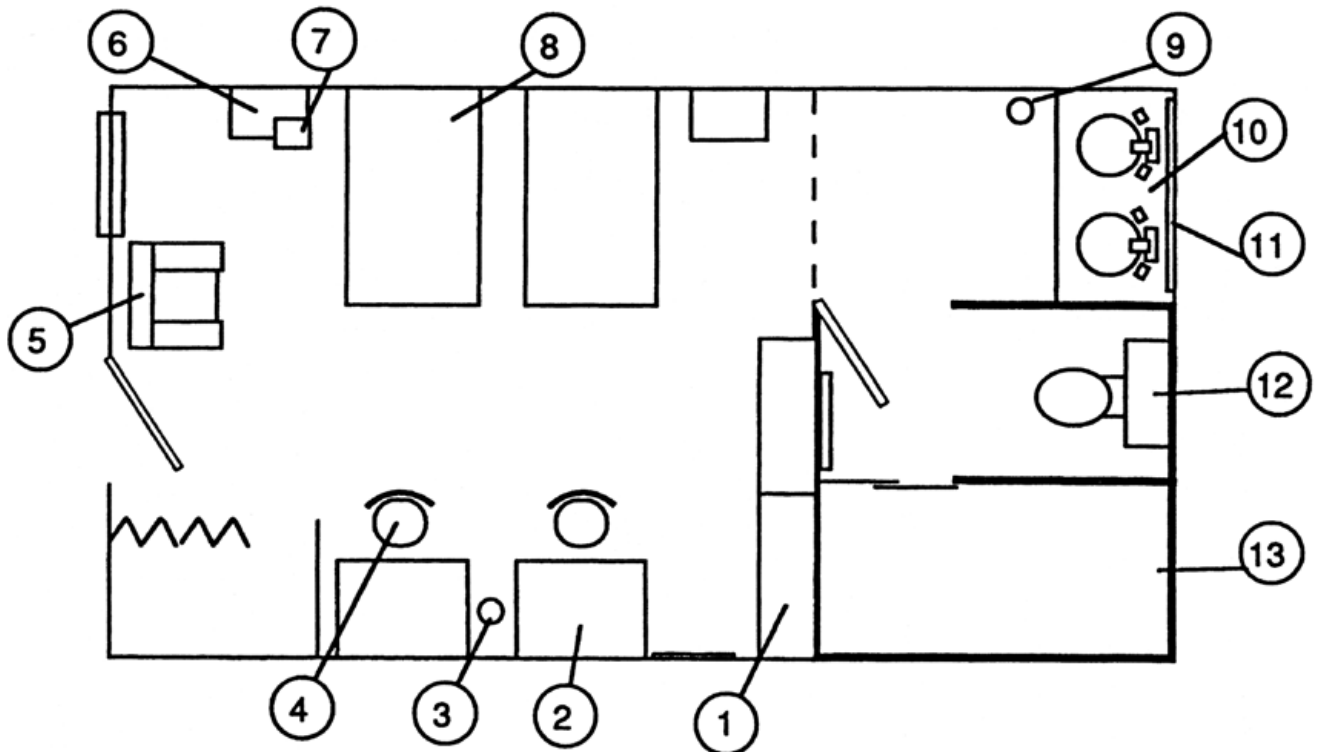
4. Torpedo waste receptacle
7. 18 - Vending/game machines
8. Wall mounted drinking fountain
9. 6 - Pay telephones
10. Pool table

Residence Hall Lounge Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Dust flat surfaces	A/D 5.73	W 2.292	M 0.55008	Q 0.18336		11.46
Vacuum carpet/straighten furniture	D 34.9	D 34.9	A/D 17.45	W 6.98	M 1.6752	34.9
Spot-clean carpet	D 18.31	A/D 9.155	W 3.662	M 0.87888	Q 0.29296	18.31
Relamp	D/A 0.71	D/A 0.71	D/A 0.71	D/A 0.71	D/A 0.71	1.06
Clean glass and TV screen	D 6.32	D 6.32	A/D 3.16	W 1.264		6.32
Empty waste containers	D 2.84	D 2.84	D/A 0	A/D 1.42	W 0.568	2.84
Adjusted Minutes subtotal	68.81	56.22	25.53	11.44	3.24616	
CSF/Custodian	10,987	13,448	29,610	66,106	232,891	
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Clean trash containers	W 0.84	M 0.2016	Q 0.0672	S/A 0.0336	A 0.0168	4.2
Clean furniture and seating	W 25.896	M 6.21504	Q 2.07168	S/A 1.03584		129.48
Interim carpet care	W 16.19	M 3.8856	Q 0	S/A 0		80.95
Restorative carpet care	M 7.69632	Q 2.56544	S/A 1.28272	A 0.64136	A 0.64136	160.34
Adjusted Minutes subtotal	50.62	12.87	3.42	1.71	0.66	
CSF/Custodian	14,934	58,752	220,949	441,899		
Total Adjusted minutes	119.43	69.08	28.95	13.15	3.90	
Total CSF/Custodian	6,330	10,943	26,111	57,503	193,632	

Frequency Codes & Adjustment Factors	Code	Factor
A - Annually	A	0.004
A/D - Alternate Days	A/D	0.500
D - Daily	D	1.000
D/A - Daily adjusted (see note)	D/A	
M - Monthly	M	0.048
Q - Quarterly	Q	0.016
S/A - Semiannually	S/A	0.008
TD - Twice Daily	TD	2.000
W - Weekly	W	0.200

Residence Hall Sleep/Study



Sleeping/Study Room

Construction

Floor: Carpet - 22' x 16'
(362 SF)
Walls: Textured gypsum/semi-
latex glass paint
Ceiling: Textured gypsum, flat
latex paint
Window: 3' wide x 4' high
Supply Air Vent: 1' x 2' under window
Return Air Vent: 1' x 2' between desk/
dresser
Closet: With folding door
Lighting: 3 - Two-tube 1' x 4'
fluorescent

Features

1. 2 - Dressers
2. 2 - Desks
3. 1 - Wastebasket
4. 2 - Desk chair
5. 1 - Overstuffed chair
6. 2 - Side tables with lamps
7. 1 - Telephone
8. 2 - Twin beds

Washroom

Construction

Floor: Tile 8' x 16' (128 SF)
Walls: Tile
Ceiling: Textured gypsum with
glass latex paint
Exhaust Fan: In toilet/shower area
Lighting: 1 - Two-tube 1' x 4'
fluorescent in sink area
Lighting: 1 - 100 watt waterproof
fixture in toilet/shower area

Features

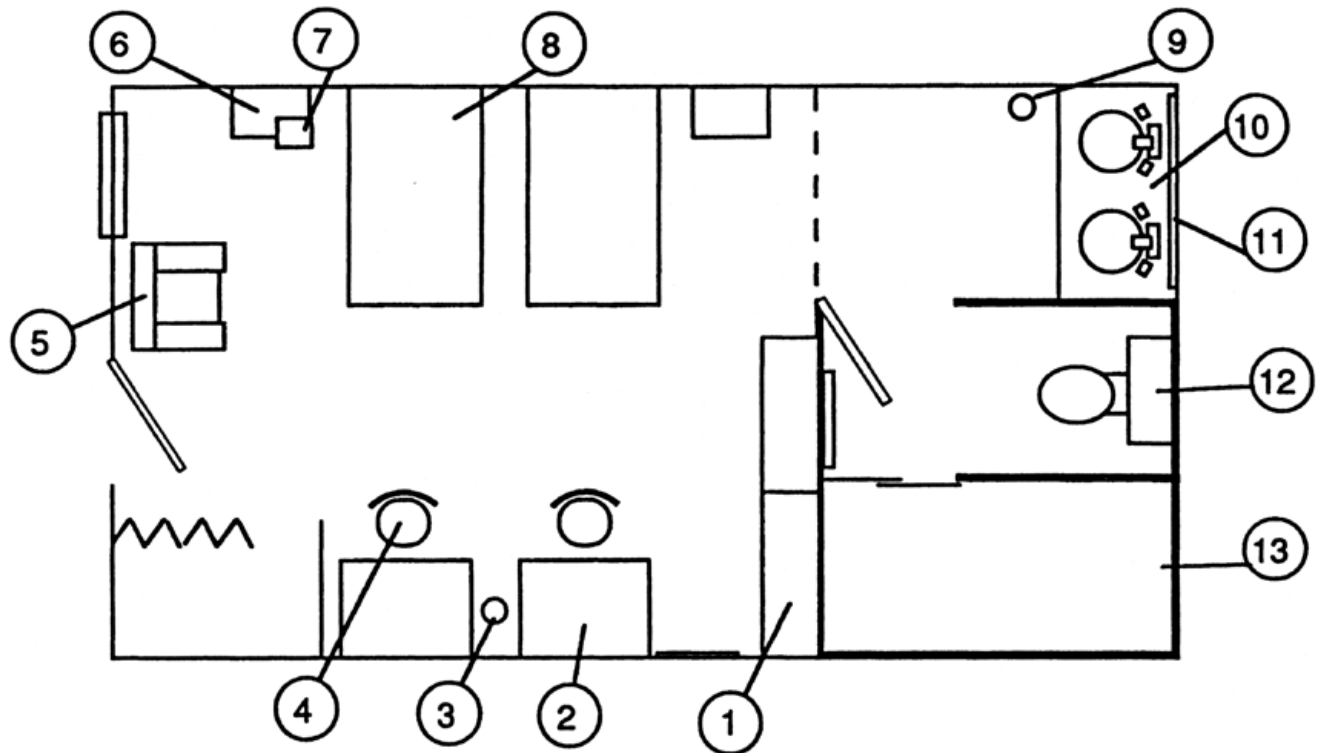
9. 1 Wastebasket
10. Double washbowl lavatory
11. Mirror: 3' x 5'
12. Toilet
13. Shower

Residence Hall Sleep/Study Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Dust flat surfaces	D 2.65	A/D 1.325	W 0.53	M 0.1272		2.65
Spot-clean carpet	D 3.65	D 3.65	A/D 1.825	W 0.73	W 0.73	3.65
Relamp all fixtures	D/A 0.01	D/A 0.01	D/A 0.01	D/A 0.01	D/A 0.01	0.88
Empty waste containers	D 0.83	D 0.83	A/D 0.415	W 0.166	W 0.166	0.83
Spot-clean walls and doors	D 7.91	D 7.91	A/D 3.955	W 1.582	W 1.582	7.91
Clean telephone	D 0.99	D 0.99	A/D 0.495	W 0.198	W 0.198	0.99
Make bed	D 9.25	D 9.25	A/D 4.625	W 1.85		9.25
Vacuum carpet/straighten furniture	D 6.45	D 6.45	A/D 3.225	W 1.29	W 1.29	6.45
Adjusted Minutes subtotal	31.74	30.42	15.08	5.95	3.976	
CSF/Custodian	4,790	4,999	10,082	25,539	38,239	
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Clean windows, both sides	Q 0.09264	Q 0.09264				5.79
Clean light fixtures	Q 0.0544	Q 0.0544				3.4
Restorative carpet care	Q 0.36144	Q 0.36144	Q 0.36144	Q 0.36144	Q 0.36144	22.59
Clean upholstered furniture	Q 0.19968	Q 0.19968	Q 0.19968	Q 0.19968	Q 0.19968	12.48
Dust blinds (over window)	Q 0.03232	Q 0.03232	Q 0.03232	Q 0.03232	Q 0.03232	2.02
Dust vents	Q 0.03424	Q 0.03424	Q 0.03424	Q 0.03424	Q 0.03424	2.14
Clean trash containers	M 0.07824	M 0.07824	M 0.07824			1.63
Interim carpet care	Q 0.256	Q 0.256	Q 0.256	Q 0.256	Q 0.256	16
Adjusted Minutes subtotal	1.11	1.11	0.96	0.88	0.88	
CSF/Custodian	137,101	137,101	158,059	172,053	172,053	
32.85	31.52	16.04	6.84	4.86	4.86	
4,628	4,823	9,478	22,238	31,286	31,286	

Frequency Codes & Adjustment Factors	Code	Factor	Frequency Codes & Adjustment Factors	Code	Factor
A - Annually	A	0.004	Q - Quarterly	Q	0.016
A/D - Alternate Days	A/D	0.500	S/A - Semiannually	S/A	0.008
D - Daily	D	1.000	TD - Twice Daily	TD	2.000
D/A - Daily adjusted (see note)	D/A		W - Weekly	W	0.200
M - Monthly	M	0.048			

Residence Hall Washroom



Sleeping/Study Room

Construction

Floor: Carpet - 22' x 16'
(362 SF)
Walls: Textured gypsum/semi-l
latex glass paint
Ceiling: Textured gypsum, flat
latex paint
Window: 3' wide x 4' high
Supply Air Vent: 1' x 2' under window
Return Air Vent: 1' x 2' between desk/
dresser
Closet: With folding door
Lighting: 3 - Two-tube 1' x 4'
fluorescent

Features

1. 2 - Dressers
2. 2 - Desks
3. 1 - Wastebasket
4. 2 - Desk chair
5. 1 - Overstuffed chair
6. 2 - Side tables with lamps
7. 1 - Telephone
8. 2 - Twin beds

Restroom/Washroom

Construction

Floor: Tile 8' x 16' (128 SF)
Walls: Tile
Ceiling: Textured gypsum with
gloss latex paint
Exhaust Fan: In toilet/shower area
Lighting: 1 - Two-tube 1' x 4'
fluorescent in sink area
Lighting: 1 - 100 watt waterproof
fixture in toilet/shower area

Features

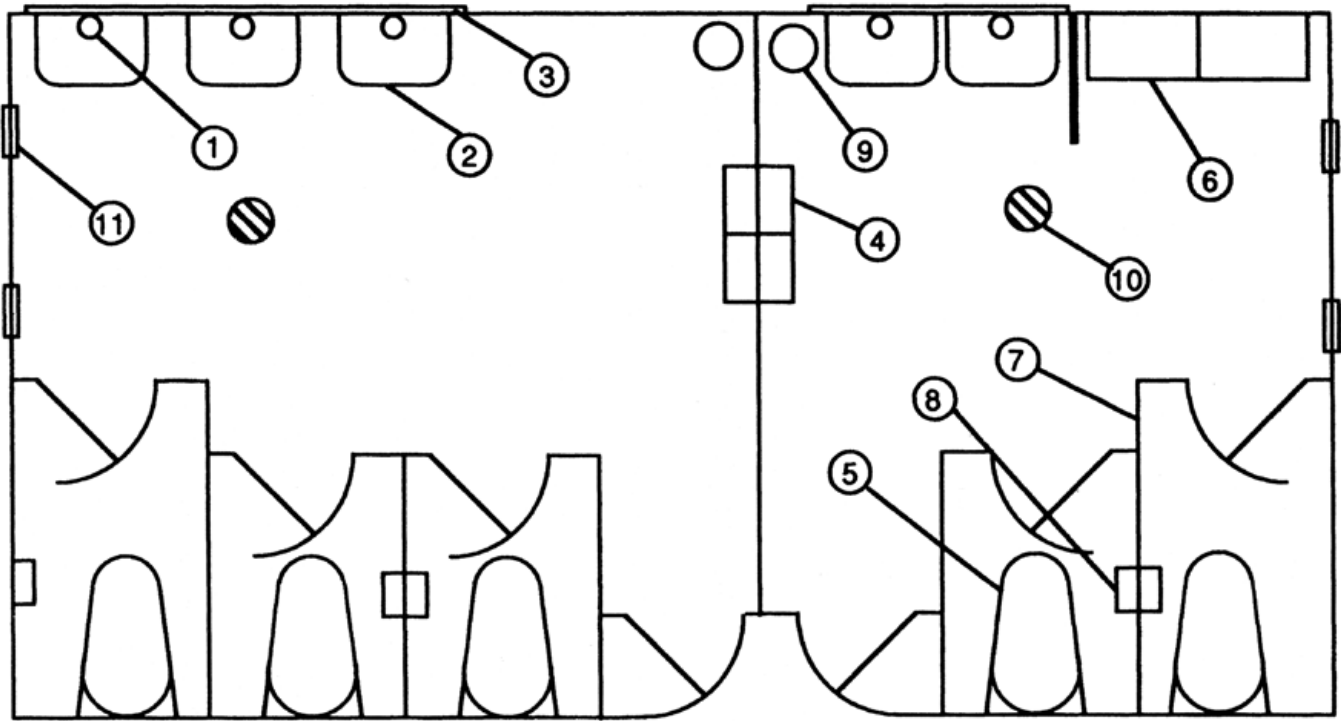
9. 1 Wastebasket
10. Double washbowl lavatory
11. Mirror: 3' x 5'
12. Toilet
13. Shower

Residence Hall Washroom Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Wet-mop floor	D 3.4	D 3.4				3.4
Clean/disinfect toilet bowls	D 1.9	D 1.9				1.9
Clean/disinfect shower room walls, etc.	D 9	D 9				9
Sweep, dust-mop floors	D 1.75	D 1.75				1.75
Clean washbowls	D 3.43	D 3.43				3.43
Clean mirror	D 1.14	D 1.14				1.14
Spot clean walls and doors	D 2.81	W 0.562				2.81
Empty waste containers	D 0.83	D 0.83				0.83
Restock soap, toilet paper	D 1.42	D 1.42				1.42
Relamp incandescent	D/A 0.01	D/A 0.01				0.88
Dust open, flat surfaces	D 0.29	W 0.058				0.29
Adjusted Minutes subtotal	25.98	23.5				
CSF/Custodian	2,069	2,288				
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Dust vents	W 0.37	M 0.0888				1.85
Clean light fixtures	Q 0.2336	S/A 0.1168				14.6
Clean trash containers	M 0.04704	M 0.04704				0.98
Adjusted Minutes subtotal	0.65	0.25				
CSF/Custodian	82,626	212,793				
Total Adjusted minutes	26.63	23.75				
Total CSF/Custodian	2,019	2,263				

Frequency Codes & Adjustment Factors	Code	Factor
A - Annually	A	0.004
A/D - Alternate Days	A/D	0.500
D - Daily	D	1.000
D/A - Daily adjusted (see note)	D/A	
M - Monthly	M	0.048
Q - Quarterly	Q	0.016
S/A - Semiannually	S/A	0.008
TD - Twice Daily	TD	2.000
W - Weekly	W	0.200

Restroom/Washroom



Construction

Female—12'6" x 12', or 150 SF

Male—11' x 12' or 132 SF

Glazed ceramic tile floor and walls

Gypsum ceiling, light semi-gloss paint

12 (6 in each room) recessed two-tube 1' x 4' fluorescents

Features

1. 5 generic cartridge-type liquid soap dispensers

2. 5 porcelain sinks, exposed chrome plumbing

3. 2 mirrors, total 25 SF

4. 4 electric hand driers

5. 5 wall-mounted vitreous china toilets

6. 2 wall-mounted vitreous china urinals

7. 200 SF ceiling or wall-mounted plastic or enameled steel partitions

8. 5 toilet paper dispensers

9. 2 wastebaskets

10. 2 floor drains

11. 4 9" x 12" wall exhaust vents

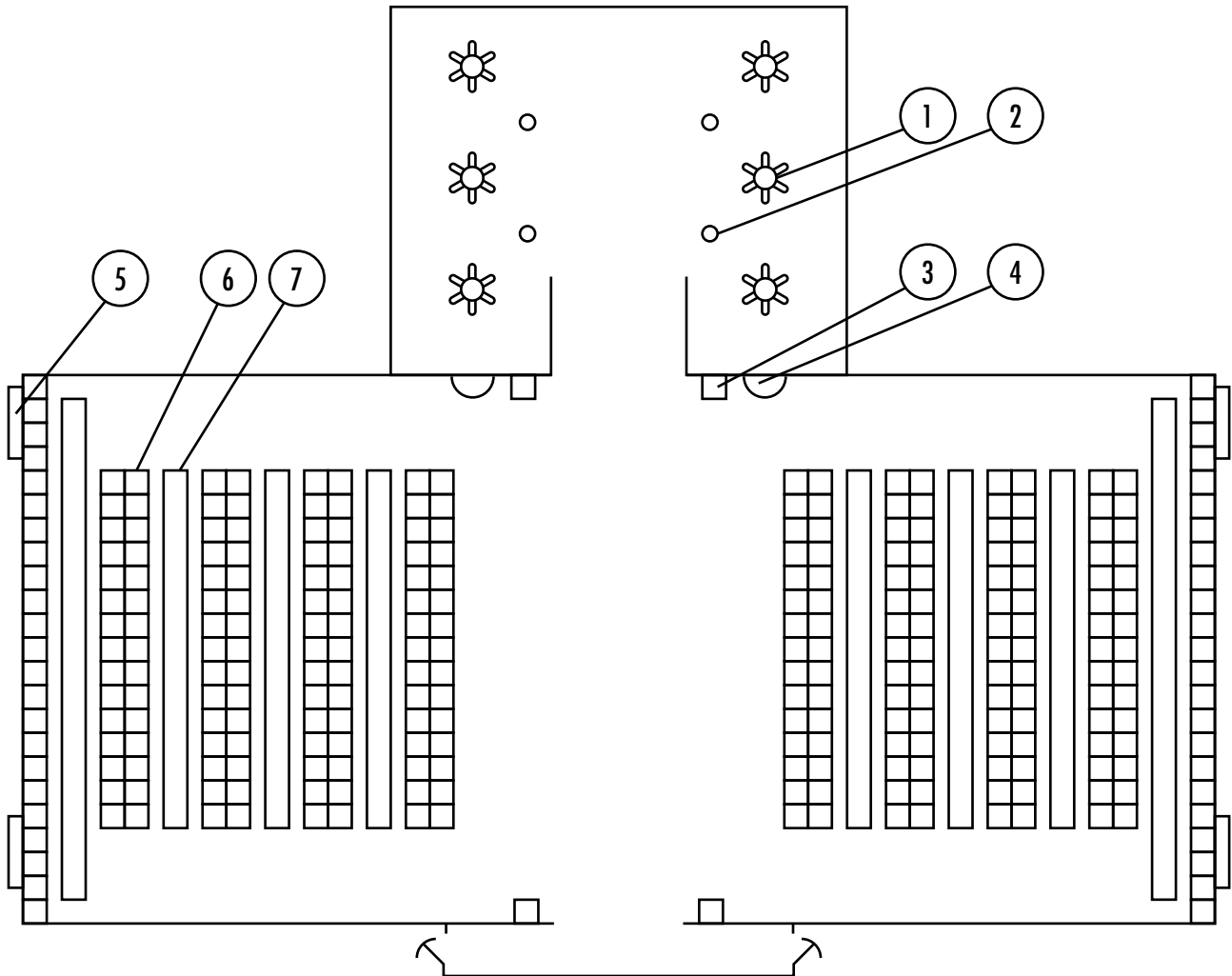
Restroom/Washroom Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Clean mirrors	D 1.54	D 1.54				1.54
Clean partitions and doors	D 7.64	W 1.53				7.64
Clean wash bowls	D 7.56	D 7.56				7.56
Clean/disinfect toilet bowls	D 7.86	D 7.86				7.86
Clean/disinfect urinal	D 2.79	D 2.79				2.79
Dust open, flat surfaces	D 0.3	D 0.30				0.3
Empty waste containers	D 0.87	D 0.87				0.87
Relamp	D/A 0.03	D/A 0.03				3.46
Restock soap and toilet paper	D 6.11	D 6.11				6.11
Spot-clean walls and doors	D 2.81	D 2.81				2.81
Sweep, Dust-mop floors	D 3.31	D 3.31				3.31
Wet-mop and scrub floors	D 4.53	W 0.91				4.53
Adjusted Minutes subtotal	45.35	35.61				
CSF/Custodian	2,612	3,326				
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Clean trash containers	W 0.27	M 0.06				1.34
Dust vents	M 0.06	M 0.06				1.35
Clean light fixtures	Q 0.23	S/A 0.12				14.6
Adjusted Minutes subtotal	0.57	0.25				
CSF/Custodian	209,110	481,620				
Total Adjusted minutes	45.9164	35.85992				
Total CSF/Custodian	2,579	3,303				

Choose the appropriate floor surface
Insert "N" for the frequency code of those
tasks not required for the specific floor type.
Heavy use classrooms may require twice-as
much servicing as other classrooms. The
Twice Daily (TD) frequency code may be used
accordingly. Otherwise, the Daily code (D) is
more typical.

Frequency Codes & Adjustment Factors	Code	Factor	Frequency Codes & Adjustment Factors	Code	Factor
A - Annually	A	0.004	N - Not applicable (see note)	N	0.000
A/D - Alternate Days	A/D	0.500	Q - Quarterly	Q	0.016
D - Daily	D	1.000	S/A - Semiannually	S/A	0.008
D/A - Daily adjusted (see note)	D/A		TD - Twice Daily	TD	2.000
M - Monthly	M	0.048	W - Weekly	W	0.200

Shower Room



Construction

Locker Room

63' x 30' or 1,960 SF (including entry vestibule)

Sealed concrete floor

Concrete block walls

Concrete ceiling

6" glazed ceramic tile splash apron on perimeter walls and locker pedestal

Steel pipe bench supports

Exposed fluorescent lighting — 3 strips of 7'-8' fixtures equally spaced

Shower Room

25' x 16' or 400 SF

Glazed ceramic tile walls and floor

Gypsum ceiling, light gloss paint

9 recessed waterproof ceiling light fixtures

Features

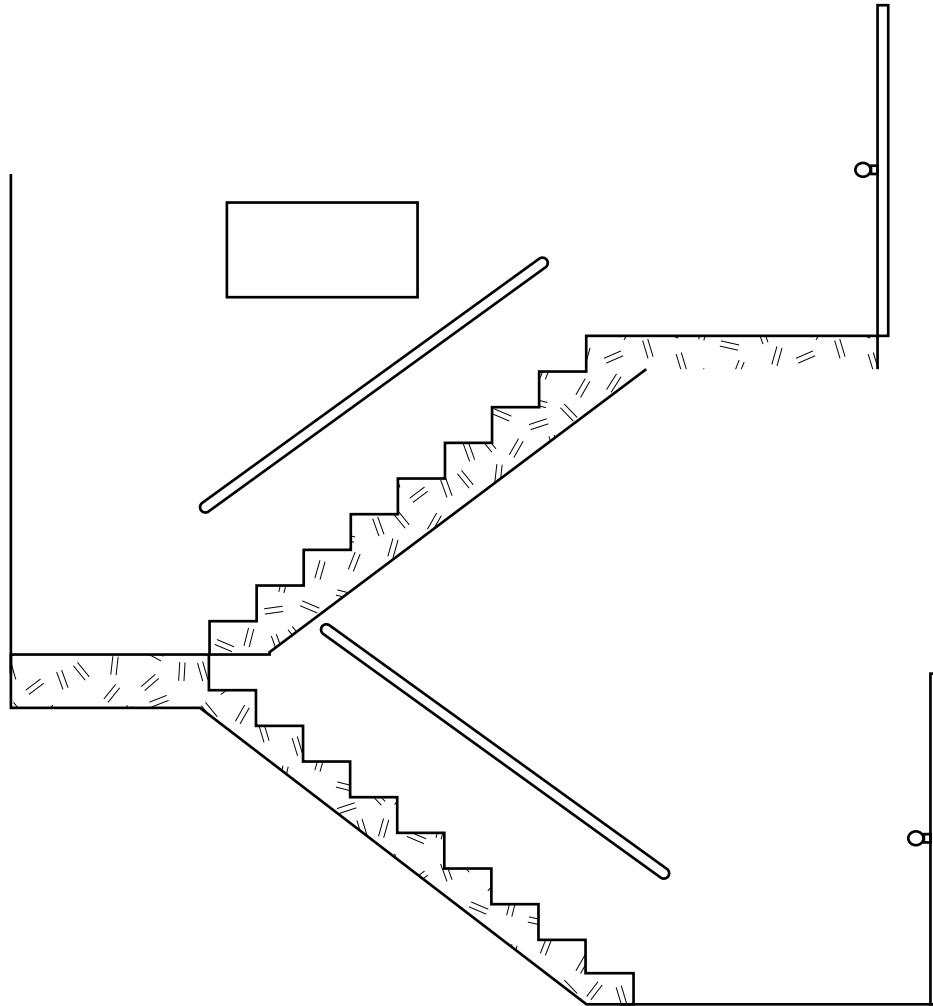
1. 6 6-head stainless steel shower posts with soap tray
2. 4 floor drains
3. 4 waste receptacles
4. 2 water fountains
5. 4 18" x 3' supply air vents
6. 8 double rows of two-tiered 3'-high lockers, 20' long
2 single rows of two-tiered 3'-high lockers, 30' long
7. 6 rows of 20' wooden benches
2 rows of 24' wooden benches

Shower Room Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Clean drains	D 3.32	D 3.32				3.32
Clean/disinfect shower room	D 17.97	D 17.97				17.97
Relamp safety fixtures	D/A 0.18	D/A 0.18				2.51
Adjusted Minutes subtotal	21.47	21.47				
CSF/Custodian	7,825	7,825				
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Adjusted Minutes subtotal	0.00	0.00				
CSF/Custodian						
Total Adjusted minutes	21.47	21.47				
Total CSF/Custodian	7,825	7,825				

Frequency Codes & Adjustment Factors	Code	Factor
A - Annually	A	0.004
A/D - Alternate Days	A/D	0.500
D - Daily	D	1.000
D/A - Daily adjusted (see note)	D/A	
M - Monthly	M	0.048
Q - Quarterly	Q	0.016
S/A - Semiannually	S/A	0.008
TD - Twice Daily	TD	2.000
W - Weekly	W	0.200
W - Weekly	W	0.200

Stairwell



Construction

208 SF, including stair treads

Stairs of concrete, 4' wide

Upper and lower landing of concrete, 6' deep x 8' wide

Center landing of concrete, 4' deep x 8' wide

2 ceiling-mounted 1' x 4' two-tube fluorescent fixtures

Features

1. Window, 2' x 4'

2. 2 steel doors, gloss paint

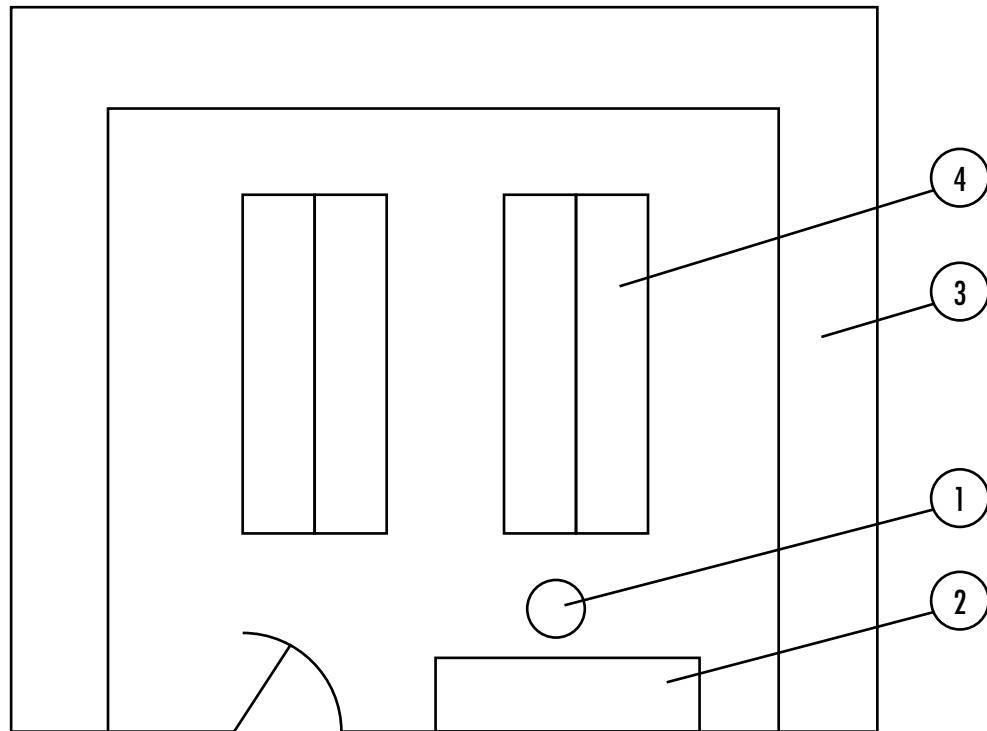
3. 4 steel handrails, with center landing rail,
total 56 LF

Stairwell Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Damp-mop floors and landings	A/D 2.66	W 1.06	W 1.06	M 0.26	Q 0.09	5.32
Relamp	D/A 0.03	D/A 0.03	D/A 0.03	D/A 0.03	D/A 0.03	3.46
Dust flat surfaces	A/D 0.805	W 0.32	Q 0.03	S/A 0.01		1.61
Spot-clean walls and doors	A/D 0.99	W 0.396	Q 0.03168	S/A 0.02		1.98
Sweep, dust-mop stairs and landings	D 4.1	A/D 2.05	A/D 2.05	A/D 2.05	W 0.82	4.1
Adjusted Minutes subtotal	8.59	3.86	3.20	2.36	0.94	
CSF/Custodian	10,176	22,620	27,288	36,953	93,421	
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Interim floor care	Q 0.58	Q 0.58	Q 0.58	S/A 0.29		36
Strip/refinish floors	A 0.21	A 0.21	A 0.21	A 0.21		51.63
Clean windows	S/A 0.01	S/A 0.01	A 0.01			1.53
Clean light fixtures	S/A 0.03	S/A 0.03	A 0.02			4.22
Adjusted Minutes subtotal	0.83	0.83	0.81	0.49		
CSF/Custodian	105,441	105,441	108,452	176,656		
Total Adjusted minutes	9.41	4.69	4.01	2.86	0.94	
Total CSF/Custodian	9,280	18,625	21,802	30,560	93,421	

Frequency Codes & Adjustment Factors	Code	Factor
A - Annually	A	0.004
A/D - Alternate Days	A/D	0.500
D - Daily	D	1.000
D/A - Daily adjusted (see note)	D/A	
M - Monthly	M	0.048
Q - Quarterly	Q	0.016
S/A - Semiannually	S/A	0.008
TD - Twice Daily	TD	2.000
W - Weekly	W	0.200
W - Weekly	W	0.200

Storeroom



Construction

Concrete floor, 24' x 20' outer perimeter (480 SF)

8 recessed two-tube 1' x 4' fluorescents

1 ceiling vent, 1' diameter

Features

1. Wood stool, 18" diameter

2. Counter, 2' x 6' plastic laminate surface

3. Perimeter steel shelving, 2' deep x 7' high with
pegboard above

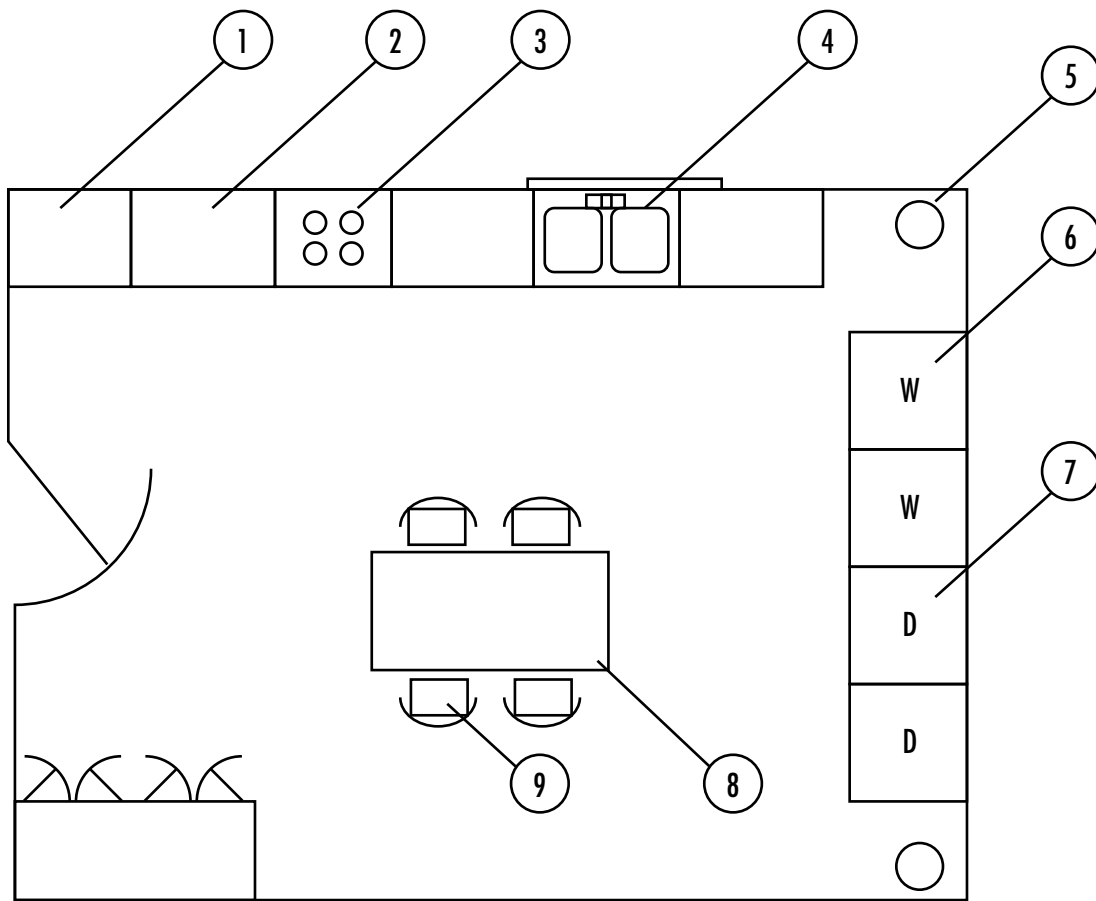
4. 2 double rows of steel shelving, each row
2' deep x 8' long x 7' high

Storeroom Matrix

		Frequency Adjusted Time					
Routine Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time	
Relamp	D/A 0.02	D/A 0.02	D/A 0.02	D/A 0.02	D/A 0.02	3.46	
Clean entry door	M 0.03	Q 0.01	S/A 0.01	A 0.00		0.67	
Damp-mop floors	W 1.358	M 0.33	Q 0.11	S/A 0.05	A 0.03	6.79	
Dust vents	M 0.01872	Q 0.00624	S/A 0.00312	A 0.00		0.39	
Clean light fixtures	A 0.05	A 0.05				12.52	
Strip/refinish floors	A 0.25144	A 0.25	A 0.25			62.86	
Sweep, dust-mop floors	W 0.736	M 0.18	Q 0.06	S/A 0.03	A 0.01	3.68	
Adjusted Minutes subtotal	2.47	0.84	0.45	0.11	0.06		
CSF/Custodian	81,741	239,726	450,563	1,866,667	3,257,919		
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time	
	Q 0.00	Q 0.00	Q 0.00			0	
	M 0.00	M 0.00	Q 0.00	S/A 0.00		0	
	W 0.00	M 0.00	Q 0.00	S/A 0.00		0	
	W 0.00	M 0.00	Q 0.00	S/A 0.00		0	
Adjusted Minutes subtotal	0.00	0.00	0.00	0.00			
CSF/Custodian							
Total Adjusted minutes	2.47	0.84	0.45	0.11	0.06		
Total CSF/Custodian	81,741	239,726	450,563	1,866,667	3,257,919		

Frequency Codes & Adjustment Factors	Code	Factor
A - Annually	A	0.004
A/D - Alternate Days	A/D	0.500
D - Daily	D	1.000
D/A - Daily adjusted (see note)	D/A	
M - Monthly	M	0.048
Q - Quarterly	Q	0.016
S/A - Semiannually	S/A	0.008
TD - Twice Daily	TD	2.000
W - Weekly	W	0.200
W - Weekly	W	0.200

Utility



Construction

Floor: 15' x 20' vinyl tile (300 SF)
 Walls: Gypsum (8' high) semi-gloss paint
 Ceiling: Exposed dropped grid
 Vents: 2 - Wall, 2' x 2'
 Lighting: 6 - Two-tube 1' x 4' fluorescent
 Door: 36" painted metal
 Window: 4' x 4' above sink
 Floor Drain: Near sink and washers
 Closet: 2' x 5' with bi-fold metal doors

Features

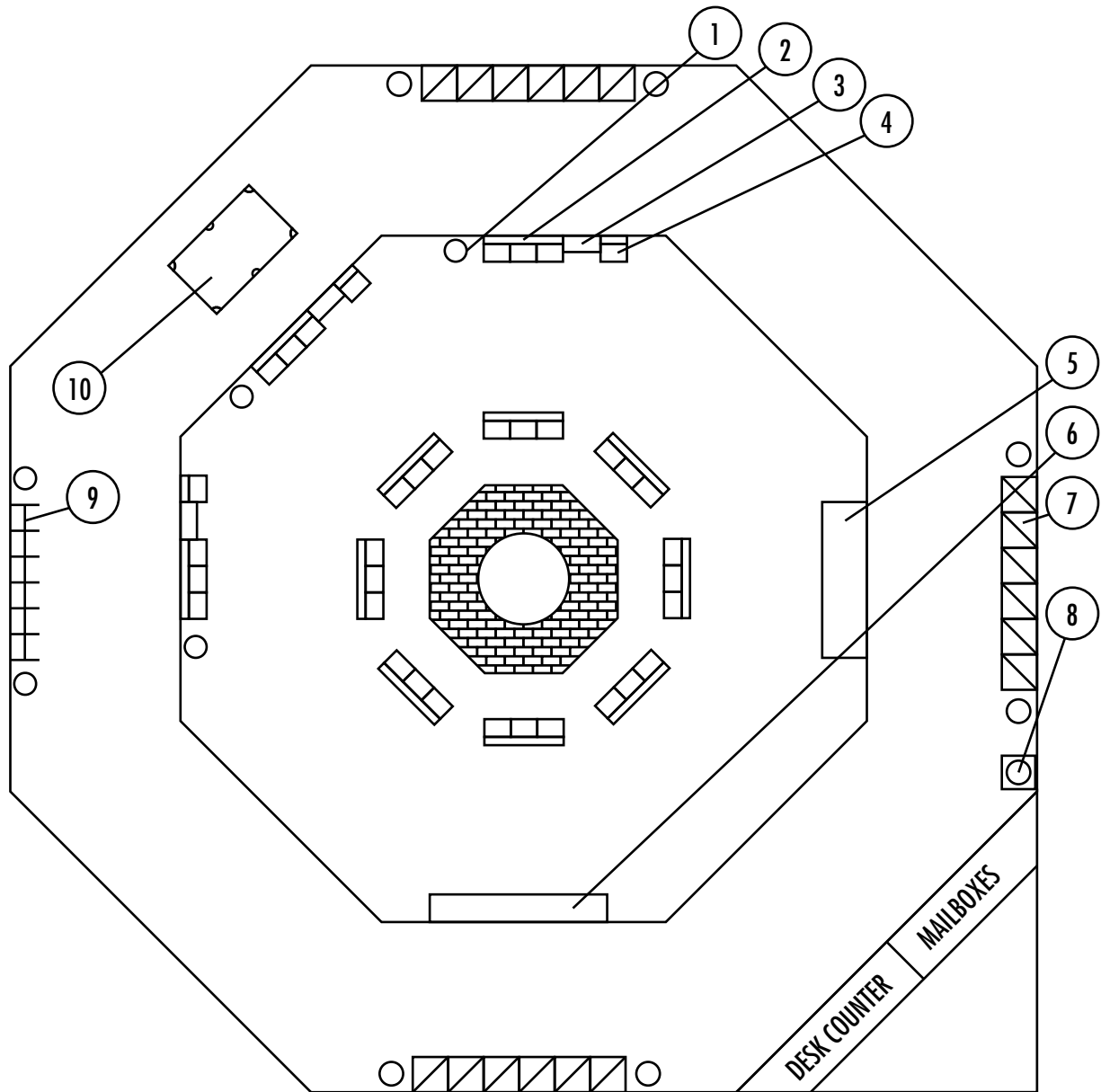
1. Refrigerator
2. 3 - 2' x 3' Formica counters
3. Electric range with microwave and vent above
4. Double bowl stainless steel sink
5. 2 - Torpedo waste containers
6. 2 - Automatic washers
7. 2 - Automatic dryers
8. 2-1/2' x 5' Formica top table
9. 4 - Metal/vinyl washable chairs

Utility Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Spray-buff/burnish floors	A/D 5.36	W 2.14	M 0.51	Q 0.17		10.72
Relamp	D/A 0.02	D/A 0.02	D/A 0.02	D/A 0.02	D/A 0.02	3.46
Clean sink	D 3.13	D 3.13	D 3.13	A/D 1.565	W 0.626	3.13
Dust furniture and flat surfaces	D 4.21	A/D 2.11	W 0.84	M 0.20		4.21
Empty waste containers	D 1.06	D 1.06	D 1.06	A/D 0.53	W 0.21	1.06
Sweep, dust-mop floors	D 5.1	D 5.10	A/D 2.55	A/D 2.55	W 1.02	5.1
Damp-mop floors	D 5.54	D 5.54	A/D 2.77	W 1.11	M 0.27	5.54
Adjusted Minutes subtotal	24.42	19.10	10.89	6.15	2.14	
CSF/Custodian	5,160	6,597	11,574	20,499	58,771	
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Clean table and chairs	Q 0.08	Q 0.08	S/A 0.04	A 0.02		5.02
Clean windows, both sides	S/A 0.04	A 0.02	A 0.02			5.28
Dust vents	W 0.28	M 0.07	Q 0.02	S/A 0.01		1.4
Clean all light fixtures	S/A 0.07	A 0.03	A 0.03	A 0.03	A 0.03	8.7
Strip/refinish floors	S/A 0.66	S/A 0.66	A 0.33	A 0.33	A 0.33	82.32
Clean trash containers	W 0.42	M 0.10	Q 0.03	S/A 0.02		2.1
Spot-clean walls and doors	W 0.88	M 0.21	Q 0.07	S/A 0.04		4.4
Interim floor care	Q 0.71	Q 0.71	S/A 0.36			44.53
Adjusted Minutes subtotal	3.14	1.89	0.91	0.45	0.36	
CSF/Custodian	40,087	66,791	138,767	281,652	346,078	
Total Adjusted minutes	27,5632	20,98548	11,79456	6,59396	2,508	
Total CSF/Custodian	4,571	6,004	10,683	19,108	50,239	

Frequency Codes & Adjustment Factors	Code	Factor	Frequency Codes & Adjustment Factors	Code	Factor
A - Annually	A	0.004	Q - Quarterly	Q	0.016
A/D - Alternate Days	A/D	0.500	S/A - Semiannually	S/A	0.008
D - Daily	D	1.000	TD - Twice Daily	TD	2.000
D/A - Daily adjusted (see note)	D/A		W - Weekly	W	0.200
M - Monthly	M	0.048	W - Weekly	W	0.200

Vending



"Standard" Lounge Area (Middle Octagon)

"Standard" Vending Area (Outer Octagon)

Construction

Fireplace: Brick
 Floor: Carpet —1,800 SF
 Ceiling: 8' Dropped, exposed grid
 Lamps: 100–150 watt recessed floods

Features

1. 11 - Overstuffed couches
2. 3 - Overstuffed chairs
3. 3 - End tables
4. 3 - Torpedo waste receptacles
5. Big screen TV - 10 SF
6. 1 - Display case - 24 SF glass

Construction

Floor: Terrazzo - 2,400 SF
 Walls: Brick
 Doors: Glass - 84 SF
 Ceiling: 8' Dropped, exposed grid
 Lamps: 72 - 1' x 4' Two-tube fluorescent

Features

4. Torpedo waste receptacle
7. 18 - Vending/game machines
8. Wall mounted drinking fountain
9. 6 - Pay telephones
10. Pool table

Vending Matrix

Routine Activities	Frequency Adjusted Time					Base Time
	Level 1	Level 2	Level 3	Level 4	Level 5	
Dust flat surfaces	A/D 4.9	W 1.96	M 0.47	Q 0.16	A 0.04	9.8
Sweep/dust-mop floors	D 24.9	D 24.90	D 24.90	D 24.90	D 24.90	24.9
Relamp	D/A 0.58	D/A 0.58	D/A 0.58	D/A 0.58	D/A 0.58	3.46
Clean water fountain	D 3.44	D 3.44	D 3.44	D 3.44	D 3.44	3.44
Empty waste containers	D 6.88	D 6.88	D 6.88	D 6.88	D 6.88	6.88
Clean telephones	D	D	D	D	D	8.2
	8.2	8.2	8.2	8.20	8.20	
Spray-buff/burnish floors	D 69.36	W 13.87	M 3.33	Q 1.11	A 0.28	69.36
Spot-clean walls, doors, and vending machines	D 36.02	W 7.20	M 1.73	Q 0.58	A 0.14	36.02
Adjusted Minutes subtotal	154.28	67.04	49.53	45.84	44.46	
CSF/Custodian	6,534	15,037	20,352	21,988	22,672	
Project Activities	Level 1	Level 2	Level 3	Level 4	Level 5	Base Time
Clean trash containers	W 2.73	M 0.65	Q 0.22	S/A 0.11	A 0.05	13.63
Dust vents	W 2.06	M 0.49	Q 0.16	S/A 0.08	A 0.04	10.3
Interim floor care	S/A 1.45	S/A 1.45				180.97
Clean all light fixtures	Q 2.06	S/A 1.03	S/A 1.03	A 0.51		128.7
Auto-scrub floors	W 4.89	M 1.17	Q 0.39	S/A 0.20	A 0.10	24.47
Strip/refinish floors	S/A 3.92	S/A 3.92	A 1.96	A 1.96		489.51
Adjusted Minutes subtotal	17.10	8.72	3.76	2.86	0.19	
CSF/Custodian	58,937	115,641	267,940	352,443	5,206,612	
Total Adjusted minutes	171.38304	75.75264	53.29068	48.70292	44.65432	
Total CSF/Custodian	5,882	13,306	18,915	20,697	22,573	

Frequency Codes & Adjustment Factors	Code	Factor	Frequency Codes & Adjustment Factors	Code	Factor
A - Annually	A	0.004	Q - Quarterly	Q	0.016
A/D - Alternate Days	A/D	0.500	S/A - Semiannually	S/A	0.008
D - Daily	D	1.000	TD - Twice Daily	TD	2.000
D/A - Daily adjusted (see note)	D/A		W - Weekly	W	0.200
M - Monthly	M	0.048	W - Weekly	W	0.200