

## **CUSTODIAL SERVICES DATA**

### **GENERAL INFORMATION**

- 1.1 Columbia University employs a cost recovery system to manage the accurate accounting for housekeeping costs related to floor finishes and glass area within its facilities.

### **DESIGN REQUIREMENTS**

- 1.2 As an integral part of the design process the consultant is responsible for reporting any decisions impacting operating costs to the project team. The Custodial Services Data Sheet shall be drafted in the project's Schematic phase. A final data sheet will be submitted at the 100% Construction Document phase. A sample of the Custodial Services Data Sheet is attached.

### **CONSTRUCTION REQUIREMENTS**

- 1.3 If As-Built conditions differ from the 100% Construction Documents, the Architect will revise the sheet accordingly. The Project Manager will communicate final Cost Service charge to the customer.

### **REFERENCE**

- 1.4 Reference Section 00 00 01 Design Requirements – Project Deliverables Checklists.
- 1.5 Reference Section 00 00 02F Design Requirements – Forms (for the Excel version of the data sheet)

### **END OF SECTION**