

## Cleaning Frequencies 1818 University

**Restrooms**

Remove trash  
 Disinfect toilet, urinals, sinks  
 Fill towel, tissue, soap dispensers  
 Clean mirrors  
 Remove graffiti  
 Sweep/dust/damp mop floors  
 Clean walls, partitions  
 High dust  
 Clean windows, blinds  
 Clean light fixtures

**Lobbies and Hallways**

2/W Remove trash/recycle  
 2/W Clean glass in/outside  
 2/W Disinfect water fountains  
 2/W Dust/damp mop/vacuum  
 2/W Remove graffiti  
 2/W Dust furniture/fixtures  
 2/W Spot clean walls  
 2/W High dust  
 2/W Buff/Burnish/Shampoo  
 2/W Clean lights fixtures

**Entrances**

2/W Clean mats 2/W  
 2/W Clean exterior entrance area 2/W  
 2/W Clean glass in/outside 2/W  
 2/W Remove trash/recycle 2/W  
 2/W Dust/damp mop/vacuum 2/W  
 2/W High dust M  
 W Blow debris/leaves 2/W  
 M Pressure wash A  
 M Clean lights fixtures A  
 A

**Offices**

Remove trash  
 Spot carpet  
 High dust  
 Clean windows, blinds  
 Clean lights fixtures

W  
 W  
 M  
 A  
 A

**Break Rooms/Lounges**

Remove trash  
 Clean windows, blinds  
 Clean lights fixtures

D  
 Q  
 A

**Stairwell**

Dust/damp mop W  
 Buff/Shampoo M  
 High dust M  
 Spot clean walls M  
 Dust surfaces/windows M

**Elevators**

Dust/damp mop/vacuum D  
 Dust/polish doors D  
 High dust W  
 Clean lights M  
 Buff/shampoo M

**Project Work**

As assigned.

**Priority for Tasks:**

Custodial Services will follow the priority of tasks listed below in emergency situations or when the staffing level will not permit performing all tasks per the scheduled frequency:

**First to be deleted or delayed:**

Annual projects/tasks  
 Bi-annual projects/tasks  
 Monthly tasks  
 Weekly tasks

Daily tasks - Restroom and shower cleaning are top priorities

All other tasks will be performed based on the specific needs of the buildings

Medical and Child Care Facilities will be given priority status

D=daily  
 W=weekly  
 M=monthly

A=annual  
 Q=quarterly

2/W=twice weekly  
 2/M=twice monthly  
 2/A=twice annual