

## Cleaning Frequencies 600 Building Suites B, C, & D

### 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 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  
 W Spot clean walls  
 M High dust  
 Q Buff/Burnish/Shampoo  
 Clean light fixtures

### Conference Rooms

2/W Remove trash 2/W  
 2/W Clean chalk/dry erase boards 2/W  
 2/W Dust/damp mop or vacuum 2/W  
 2/W Remove graffiti 2/W  
 2/W Clean walls A  
 W Clean desk and table tops W  
 W High dust Q  
 W Clean windows, blinds Q  
 M Clean lights fixtures A  
 A

### Offices

Remove trash  
 Spot carpet  
 Dust/polish furniture, surfaces  
 High dust  
 Clean windows, blinds  
 Clean light fixtures

### Break Rooms/Lounges

2/W Remove trash  
 W Dust/damp mop floors  
 W High dust  
 M Clean windows, blinds  
 A Clean light fixtures  
 A

### Entrances

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

### Project Work

As assigned.

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