

Cleaning Frequencies 700 Univ. Blvd. (Cap Med)

| <u>Restrooms</u> | | <u>Lobbies and Hallways</u> | | <u>Classrooms /Computer Labs</u> | |
|-------------------------------------|---|-----------------------------|-----|----------------------------------|-----|
| Remove trash | D | Remove trash/recycle | D | Remove trash | D |
| Disinfect toilet, urinals, sinks | D | Clean glass in/outside | 2/W | Clean chalk/dry erase boards | 2/W |
| Fill towel, tissue, soap dispensers | D | Disinfect water fountains | D | Dust/damp mop or vacuum | 2/W |
| Clean mirrors | D | Dust/damp mop/vacuum | D | Remove graffiti | D |
| Remove graffiti | D | Remove graffiti | D | Clean walls | A |
| Sweep/dust/damp mop floors | D | Dust furniture/fixtures | W | Clean desk and table tops | M |
| Clean walls, partitions | W | Spot clean walls | W | High dust | Q |
| High dust | M | High dust | W | Clean windows, blinds | Q |
| Clean light fixtures | Q | Buff/Burnish/Shampoo | 2/M | Clean lights fixtures | A |
| | | Clean lights fixtures | A | | |

| <u>Offices</u> | | <u>Breakrooms</u> | | <u>Entrances</u> | |
|---------------------------------|-----|-----------------------|-----|------------------------------|-----|
| Remove trash | 2/W | Remove trash | D | Clean mats | D |
| Dust/damp mop/vacuum | W | Dust/damp mop floors | 2/W | Clean exterior entrance area | D |
| Spot carpet | W | High dust | M | Clean glass in/outside | 2/W |
| Dust/polish furniture, surfaces | W | Clean windows, blinds | Q | Remove trash/recycle | D |
| High dust | M | Clean lights fixtures | A | Dust/damp mop/vacuum | D |
| Clean windows, blinds | A | | | High dust | W |
| Clean lights fixtures | A | | | Blow debris/leaves | W |
| | | | | Pressure wash | A |
| | | | | Clean lights fixtures | Q |

| <u>Medical Areas</u> | |
|-------------------------|---|
| Clinical areas | D |
| Patient Exam Room | D |
| Patient Treatment Areas | D |
| Utility rooms | D |

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