

Cleaning Frequencies Alston Hall

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

D
 D
 D
 D
 D
 W
 W
 M
 Q

Lobbies and Hallways

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

D
 D
 D
 D
 D
 W
 W
 W
 2/M
 2/A

Classrooms /Computer Labs

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

D
 D
 2/W
 D
 Q
 D
 W
 M
 2/A

Offices

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

D
 W
 W
 W
 M
 2/A

Break Rooms/Lounges

Remove trash
 Dust/damp mop floors
 High dust
 Clean windows, blinds
 Clean lights fixtures

D
 W
 M
 Q
 2/A

Laboratories

Remove trash
 Dust/damp mop/vacuum
 High dust
 Clean windows, blinds
 Clean lights fixtures

D
 W
 Q
 M
 2/A

Entrances

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

D
 D
 D
 D
 D
 W
 W
 A
 2/A

Stairwells

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

W
 M
 M
 W
 W

Elevators

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

D
 D
 W
 M
 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 - Restrooms 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