

Cleaning Frequencies Ancillary Building

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

D
 D
 D
 D
 D
 W
 M
 Q

Lobbies and Hallways

Remove trash
 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
 M
 M
 M
 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
 W
 W
 D
 A
 M
 Q
 Q
 A

Offices

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

2/W
 W
 W
 M
 A
 A

Break Rooms/Lounges

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

D
 2/W
 M
 Q
 A

Elevators

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

W
 D
 W
 M
 M

Entrances

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

D
 D
 D
 D
 D
 M
 W
 A
 A

Stairwell

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

W
 M
 M
 W
 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