

Cleaning Frequencies Blount

Community Restrooms/showers

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

Lobbies/Hallways/Lounges

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

Classrooms /Computer Labs

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

Offices

Remove trash	2/W
Dust/damp mop/vacuum	W
Spot carpet	W
Dust/polish furniture, surfaces	M
High dust	M
Clean windows, blinds	A
Clean lights fixtures	A

Community Laundry Rooms

Remove trash	D
Damp wipe machines	D
Dust/damp mop floors	D
High dust	M
Clean windows, blinds	A
Clean lights fixtures	A
Buff/Burnish	W

Entrances

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

Community Kitchens

Remove trash	D
Clean Stove	2/A
Clean Refrigerator	2/A
Dust/damp/mop	2/W
High dust	M
Clean light fixtures	A

Elevators

Dust/damp mop/vacuum	D
Dust/polish doors	D
High dust	M
Clean lights	M
Shampoo	M

Stairwell

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

Suites/Dorm rooms

Only on check-out

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

D=daily

W=weekly

M=monthly

Q=quarterly

A=annual

2/W=twice weekly

2/M=twice monthly

2/A=twice annually