

**Task List and Area Assignment**  
**EAST ANNEX 1st Floor only**

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

<u>Offices/Conference Rooms</u>		<u>Entrances</u>		<u>Project Work</u>
Remove trash/recycle	2W	Clean mats	2W	Daily as assigned.
Dust/Damp mop or vacuum	2W	Clean exterior entrance area	2W	
Spot carpet	W	Clean glass in/outside	2W	
Dust/polish furniture, surfaces	W	Remove trash/recycle	W	
High Dust	M	Dust/Damp mop or vacuum	2W	
Clean windows, blinds	M	High Dust	M	
Clean lights fixtures	Q	Blow debris/leaves	W	
		Pressure wash	A	
		Clean lights fixtures	Q	

**Offices/Restrooms on the Northside of the first floor are cleaned on Mon and Thurs.**

**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