

Cleaning Frequencies Facilities Administration

Restrooms

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	Q

Lobbies and Hallways

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

Conference/Training Rooms

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

Offices

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

Break Rooms/Lounges

Remove trash	D
Dust/damp mop floors	2/W
High dust	M
Clean windows, blinds	Q
Clean lights fixtures	A

Stairwell

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

Entrances

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

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