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/recycle	D
Clean glass in/outside	2/W
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	2/M
Clean lights fixtures	A

Classrooms /Computer Labs

Remove trash	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	Q
Clean windows, blinds	Q
Clean lights fixtures	A

Offices

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

Breakrooms

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

Entrances

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

Laboratories

Remove trash	W
Dust/damp mop/vacuum	W
High dust	Q
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

Elevators

Dust/damp mop/vacuum	D
Dust/polish doors	2/W
High dust	W
Clean lights	M
Buff/shampoo	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

D=daily	A=annual	2/W=twice weekly
W=weekly	Q=quarterly	2/M=twice monthly
M=monthly		2/A=twice annual