Cleaning Frequencies H.M. Comer

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

Offices		Breakroom		Entrances	
Remove trash	2/W	Remove trash	D	Clean mats	D
Dust/damp mop/vacuum	W	Clean lights fixtures	A	Clean exterior entrance area	D
Spot carpet	W	Clean windows, blinds	Q	Clean glass in/outside	2/W
Dust/polish furniture, surfaces	W	Dust/damp mop floors	2/W	Remove trash/recycle	D
High dust	M	High dust	M	Dust/damp mop/vacuum	D
Clean windows, blinds	A			High dust	W
Clean lights fixtures	A			Blow debris/leaves	W
				Pressure wash	A
				Clean lights fixtures	Q

Laboratories		Stairwell		Elevators	
Remove trash	W	Dust/damp mop	W	Dust/damp mop/vacuum	D
Dust/damp mop/vacuum	W	Buff/Shampoo	M	Dust/polish doors	2/W
High dust	Q	High dust	M	High dust	W
Clean windows, blinds	Q	Spot clean walls	W	Clean lights	M
Clean lights fixtures	A	Dust surfaces/windows	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		2/W=twice weekly
W=weekly	A=annual	2/M=twice monthly
M=monthly	Q=quarterly	2/A=twice annual