

## Cleaning Frequencies Hardaway Hall

<u>Restrooms</u>		<u>Lobbies and Hallways</u>		<u>Classrooms /Computer Labs</u>	
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		
<u>Offices</u>		<u>Breakroom</u>		<u>Entrances</u>	
Remove trash	2/W	Remove trash	D	Clean mats	D
Dust/damp mop/vacuum	W	Clean windows, blinds	Q	Clean exterior entrance area	D
Spot carpet	W	Clean lights fixtures	A	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
<u>Laboratories</u>		<u>Stairwell</u>		<u>Elevators</u>	
Remove trash/recycle	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  
W=weekly  
M=monthly

A=annual  
Q=quarterly

2/W=twice weekly  
2/M=twice monthly  
2/A=twice annual