

## Cleaning Frequencies Hayden Harris

**Community Restrooms**

Remove Trash	D
Disinfect toilet, urinals, sinks	D
Fill towel, tissue, soap dispensers	D
Clean Mirrors	D
Clean walls, partitions	W
Remove graffiti	D
Clean mirrors	D
High Dust	M
Clean light fixtures	A

**Offices**

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

**Community Laundry Room**

Remove trash	D
Dust/damp mop	D
High dust	M
Damp Wipe Machines	D
Clean windows, blinds	A
Clean lights fixtures	A
Buff/Burnish	W

**Lobbies/Hallways/Lounges**

Remove trash	D
Clean glass in/outside	W
Disinfect water fountains	D
Dust/damp mop/vacuum	D
Remove graffiti	D
Dust furniture/fixtures	W
Spot clean walls	W
High dust	M
Buff/Burnish/Shampoo	2/M
Clean lights fixtures	A

**Stairwell**

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

**Suites/Dorm rooms**

Only on Check-out

**Entrances**

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

**Elevators**

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

**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

The University of Alabama custodial staff uses E.P.A. registered, hospital grade disinfectant cleaners in all public restrooms and showers.

D=daily

W=weekly

M=monthly

Q=quarterly

A=annual

2/W=twice weekly

2/M=twice monthly

2/A=twice annually