

Cleaning Frequencies Highlands

Community Restrooms

Remove trash	D
Disinfect toilet, urinals, sinks	D
Fill towel, tissue, soap dispensers	D
Sweep/dust/damp mop floors	D
Clean mirrors	D
Clean walls, partitions	W
Remove graffiti	D
High dust	M

Laundry Rooms

Remove trash	W
Dust/damp mop	D
High dust	M
Damp wipe machines	W
Clean windows, blinds	W
Buff/Burnish	W

Entrances

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

Stairwell

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

Suites/Dorm Rooms

Only on check-out

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