

Cleaning Frequencies Grounds

Restrooms

Remove trash
 Disinfect toilet, urinals, sinks
 Fill towel, tissue, soap dispensers
 Clean mirrors
 Remove graffiti
 Sweep/dust/damp mop floors
 Disinfect Showers
 Scrub shower
 Clean walls, partitions
 High dust
 Clean light fixtures

Entrances

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

Breakroom

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

Offices

Remove trash
 Dust/damp mop floors
 High dust
 Clean windows, blinds
 Clean lights fixtures

Lobbies and Hallways

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

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