Cleaning Frequency Maintenance Shops

Restrooms		**Lobbies and Hallways**		**Classrooms/Labs**	
Remove trash/recycle	D	Remove trash/recycle	D	Remove trash/recycle	D
Disinfect toilet, urinals, sinks	D	Clean glass in/outside	D	Clean glass in/outside	D
Fill towel, tissue, soap dispensers	D	Disinfect water fountains	D	Disinfect water fountains	D
Clean mirrors	D	Dust/damp mop/vacuum	D	Dust/damp mop/vacuum	D
Remove graffiti	D	Remove graffiti	D	Remove graffiti	D
Sweep/dust/damp mop floors	D	Dust furniture/fixtures	W	Dust furniture/fixtures	W
Clean walls, partitions	D	Spot clean walls	W	White Boards	W
High dust	M	High dust	M	High dust	M
Clean windows, blinds	M	Buff/Burnish/Shampoo	M	Buff/Burnish/Shampoo	M
Clean light fixtures	A	Clean lights fixtures	A	Clean lights fixtures	A

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

Stairwells		**Elevators**		**Project Work**
Dust/damp mop	D	Dust/damp mop/vacuum	W	Daily as assigned.
High dust	M	Dust/polish doors	W	
Spot clean walls	W	High dust	M	
Dust surfaces/windows	M	Clean lights	W	
		Buff/Shampoo	M	

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 - Restrooms and showers cleaning are top priorities
       All other tasks will be performed based on the specific needs of the buildings
       Medical and Child Care Faciliities will be give priority status.

		2/W=twice a week
D=daily		2/M=twice monthly
W=weekly	A=annually	2/A=twice annually
M=monthly	Q=quarterly	