Mal Moore Complex Cleaning Frequency

Restrooms/Showers

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

Lobbies and Hallways

Task	Freq
Remove trash	D
Clean glass in/outside	D
Disinfect water fountains	D
Dust/damp mop/vacuum	D
Remove graffiti	D
Dust furniture/fixtures	W
Spot clean walls	W
High dust	W
Clean lights fixtures	A

Offices/Conference Rooms

Task	Freq
Remove trash	D
Dust/damp mop/vacuum	D
Spot carpet	D
Dust/polish furniture, surfaces	3/W
High dust	M
Clean windows, blinds	M
Clean lights fixtures	Q
Buff/Burnish/Shampoo	M

Kitchen

Task	Freq
Remove trash	D
Dust/damp mop floors	D
High dust	M
Clean windows, blinds	M
Clean lights fixtures	A

Entrances

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

Stairwell

Task	Freq
Dust/damp mop	D
Buff/Shampoo	W
High Dust	W
Spot clean walls	W
Dust surfaces/windows	M

Elevators

Task	Freq
Dust/damp mop/vacuum	D
Dust/polish doors	D
High dust	W
Clean lights	M
Buff/shampoo	M

Project Work

Daily as assigned.

Building Specific Information:

Delivery newspaper by 6:30am

Hall of Champion Trophy Cases detail cleaning twice a year

Mal Moore Complex: Includes both floors of the MMB, Strength and Conditioning Facility and Hank Crisp Indoor Football Facility

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