

**Cleaning Frequencies Maxwell**

**Community Restrooms/Showers**

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
Clean light fixtures	A

**Lobbies/Hallways/Lounges**

Remove trash	D
Clean glass in/outside	W
Dust/damp mop/vacuum	D
Remove graffiti	D
Dust furniture/fixtures	W
Spot clean walls	W
High dust	M
Clean lights fixtures	A

**Entrances**

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

**Offices/Conference Rooms**

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

**Community Kitchens**

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

**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

D=daily  
W=weekly  
M=monthly

Q=quarterly  
A=annual

2/W=twice weekly  
2/M=twice monthly  
2/A=twice annually