

Cleaning Frequencies McLure Library

Restrooms

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

Lobbies and Hallways

D Remove trash/recycle
 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
 M High dust
 M Buff/Burnish/Shampoo
 A Clean lights fixtures

Classrooms /Computer Labs

D Remove trash
 D Clean chalk/dry erase boards
 D Dust/damp mop or vacuum
 D Remove graffiti
 W Clean walls
 2/M Clean desk and table tops
 W High dust
 2/M Clean windows, blinds
 M Clean lights fixtures
 A

Offices

Remove trash
 Spot carpet
 Dust/polish furniture, surfaces
 High dust
 Clean windows, blinds
 Clean lights fixtures

Break Rooms/Lounges

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

Stairwell

D Dust/damp mop
 D Buff/Shampoo
 M High dust
 Q Spot clean walls
 A Dust surfaces/windows
 W
 M
 W
 M

Entrances

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

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

D=daily
 W=weekly
 M=monthly

A=annual
 Q=quarterly

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