

Cleaning Frequencies Rogers Library

<u>Restrooms</u>		<u>Lobbies and Hallways</u>		<u>Classrooms /Computer Labs</u>	
Remove trash	D	Remove trash/recycle	D	Remove trash	D
Disinfect toilet, urinals, sinks	D	Clean glass in/outside	2/W	Clean chalk/dry erase boards	2/W
Fill towel, tissue, soap dispensers	D	Disinfect water fountains	D	Dust/damp mop or vacuum	2/W
Clean mirrors	D	Dust/damp mop/vacuum	D	Remove graffiti	D
Remove graffiti	D	Remove graffiti	D	Clean walls	A
Sweep/dust/damp mop floors	D	Dust furniture/fixtures	W	Clean desk and table tops	M
Clean walls, partitions	W	Spot clean walls	W	High dust	Q
High dust	M	High dust	W	Clean windows, blinds	Q
Clean windows, blinds	M	Buff/Burnish/Shampoo	2/M	Clean lights fixtures	A
Clean light fixtures	Q	Clean lights fixtures	A		
<u>Offices</u>		<u>Breakroom</u>		<u>Entrances</u>	
Remove trash	2/W	Remove trash	D	Clean mats	D
Dust/damp mop/vacuum	W	Dust/damp mop floors	2/W	Clean exterior entrance area	D
Spot carpet	W	High dust	M	Clean glass in/outside	2/W
Dust/polish furniture, surfaces	W	Clean windows, blinds	Q	Remove trash/recycle	D
High dust	M	Clean lights fixtures	A	Dust/damp mop/vacuum	D
Clean windows, blinds	A			High dust	W
Clean lights fixtures	A			Blow debris/leaves	W
				Pressure wash	A
				Clean lights fixtures	Q
<u>Stairwell</u>		<u>Elevators</u>		<u>Project Work</u>	
Dust/damp mop	W	Dust/damp mop/vacuum	D	As assigned.	
Buff/Shampoo	M	Dust/polish doors	2/W		
High dust	M	High dust	W		
Spot clean walls	W	Clean lights	M		
Dust surfaces/windows	M	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 - 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