Cleaning Frequencies Rowand Johnson

Restrooms

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
Clean walls, partitions	W
High dust	M
Clean windows, blinds	M
Clean light fixtures	Q

Lobbies and Hallways

Task	Freq
Remove trash/recycle	D
Clean glass in/outside	2/W
Disinfect water fountains	D
Dust/damp mop/vacuum	D
Remove graffiti	D
Dust furniture/fixtures	W
Spot clean walls	W
High dust	W
Buff/Burnish/Shampoo	2/M
Clean lights fixtures	A

Classrooms /Computer Labs

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

Offices

Task	Freq
Remove trash	2/W
Dust/damp mop/vacuum	W
Spot carpet	W
Dust/polish furniture, surfaces	W
High dust	M
Clean windows, blinds	A
Clean lights fixtures	A

Breakrooms

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

Entrances

Task	Freq
Clean mats	D
Clean exterior entrance area	D
Clean glass in/outside	2/W
Remove trash/recycle	D
Dust/damp mop/vacuum	D
High dust	W
Blow debris/leaves	W
Pressure wash	A
Clean lights fixtures	Q

Stairwell

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

Elevators

Task	Freq
Dust/damp mop/vacuum	D
Dust/polish doors	2/W
High dust	W
Clean lights	M
Buff/shampoo	M

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