

## Cleaning Frequencies Shelby Hall

**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

D  
 D  
 D  
 D  
 M  
 D  
 M  
 M  
 A  
 A

**Lobbies and Hallways**

Remove trash/recycle  
 Clean glass in/outside  
 Disinfect water fountains  
 Dust/damp mop/vacuum  
 Remove graffiti  
 Dust furniture/fixtures  
 Spot clean walls  
 High dust  
 Buff/Burnish/Shampoo  
 Clean lights fixtures

**Classrooms /Computer Labs**

D  
 2/W  
 D  
 D  
 W  
 W  
 M  
 M  
 M  
 M  
 A

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

D  
 3/W  
 3/W  
 W  
 M  
 M  
 M  
 A  
 A

**Offices**

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

**Break Rooms/Lounges**

2/W  
 W  
 W  
 M  
 A  
 A

Remove trash  
 Dust/damp mop floors  
 High dust  
 Clean windows, blinds  
 Clean lights fixtures

**Laboratories**

D  
 2/W  
 M  
 Q  
 A

Remove trash  
 Dust/damp mop/vacuum  
 High dust  
 Clean windows, blinds  
 Clean lights fixtures

W  
 W  
 Q  
 Q  
 A

**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

**Stairwell**

D  
 D  
 2/W  
 D  
 D  
 M  
 W  
 A  
 A

Dust/damp mop  
 Buff/Shampoo  
 High dust  
 Spot clean walls  
 Dust surfaces/windows

**Elevators**

2/W  
 M  
 M  
 M  
 M

Dust/damp mop/vacuum  
 Dust/polish doors  
 High dust  
 Clean lights  
 Buff/shampoo

2/W  
 W  
 M  
 A  
 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

D=daily  
 W=weekly  
 M=monthly

A=annual  
 Q=quarterly

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