

**Cleaning Frequencies Smith Hall**

<b><u>Restrooms</u></b>		<b><u>Lobbies and Hallways</u></b>		<b><u>Classrooms /Computer Labs</u></b>	
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		
<b><u>Offices</u></b>		<b><u>Breakrooms</u></b>		<b><u>Entrances</u></b>	
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
<b><u>Stairwell</u></b>		<b><u>Elevators</u></b>		<b><u>Project Work</u></b>	
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

D=daily  
W=weekly  
M=monthly

A=annual  
Q=quarterly

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