Restrooms		**Lobbies and Hallways**		**Classrooms /Computer Labs**	
Remove trash	D	Remove trash/recycle	D	Remove trash	D
Disinfect toilet, urinals, sinks	D	Clean glass in/outside	D	Clean chalk/dry erase boards	D
Fill towel, tissue, soap dispensers	D	Disinfect water fountains	D	Dust/damp mop or vacuum	D
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	M	Clean windows, blinds	Q
Clean windows, blinds	M	Buff/Burnish/Shampoo	Q	Clean lights fixtures	A
Clean light fixtures	Q	Clean lights fixtures	A		

Offices		**Break Rooms/Lounges**		**Stairwell**	
Remove trash	D	Remove trash	D	Dust/damp mop	W
Spot carpet	W	Dust/damp mop floors	2/W	Buff/Shampoo	M
Dust/polish furniture, surfaces	W	High dust	M	High dust	M
High dust	M	Clean windows, blinds	Q	Spot clean walls	W
Clean windows, blinds	A	Clean lights fixtures	A	Dust surfaces/windows	M
Clean lights fixtures	A				

Entrances		**Project Work**
Clean mats	D	As assigned.
Clean exterior entrance area	D	
Clean glass in/outside	D	
Remove trash/recycle	D	
Dust/damp mop/vacuum	D	
High dust	M	
Blow debris/leaves	W	
Pressure wash	A	
Clean lights fixtures	A	

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