

Cleaning Frequencies Tom Bevell

<p style="text-align: center;"><u>Restrooms</u></p> <p>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</p>	<p style="text-align: center;"><u>Lobbies and Hallways</u></p> <p>D Remove trash/recycle D Clean glass in/outside D Disinfect water fountains D Dust/damp mop/vacuum D Remove graffiti D Dust furniture/fixtures W Spot clean walls M High dust M Buff/Burnish/Shampoo Q Clean lights fixtures</p>	<p style="text-align: center;"><u>Classrooms /Computer Labs</u></p> <p>D Remove trash 2/W Clean chalk/dry erase boards 2/W Dust/damp mop or vacuum D Remove graffiti D Clean walls M Clean desk and table tops Q High dust Q Clean windows, blinds A Clean lights fixtures A</p>
<p style="text-align: center;"><u>Offices</u></p> <p>Remove trash Dust/damp mop/vacuum Spot carpet Dust/polish furniture, surfaces High dust Clean windows, blinds Clean lights fixtures</p>	<p style="text-align: center;"><u>Breakroom</u></p> <p>2/W Remove trash W Clean windows, blinds W Clean lights fixtures W Dust/damp mop floors M High dust A A</p>	<p style="text-align: center;"><u>Entrances</u></p> <p>D Clean mats D Clean exterior entrance area 2/W Clean glass in/outside D Remove trash/recycle D Dust/damp mop/vacuum W High dust W Blow debris/leaves A Pressure wash Q Clean lights fixtures</p>
<p style="text-align: center;"><u>Laboratories</u></p> <p>Remove trash Dust/damp mop</p>	<p style="text-align: center;"><u>Stairwell</u></p> <p>W Dust/damp mop W Buff/Shampoo High dust Spot clean walls Dust surfaces/windows</p>	<p style="text-align: center;"><u>Elevators</u></p> <p>W Dust/damp mop/vacuum M Dust/polish doors W High dust M Clean lights M Buff/shampoo</p>

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

D=daily

W=weekly

M=monthly

A=annual

Q=quarterly

2/W=twice weekly

2/M=twice monthly

2/A=twice annual