

Cleaning Frequencies Tutwiler Computer Lab

Restrooms

Remove trash
 Disinfect toilet, urinals, sinks
 Fill towel, tissue, soap dispensers
 Sweep/dust/damp mop floors
 Clean mirrors
 Clean walls, partitions
 Remove graffiti
 High Dust
 Clean light fixtures

D
 D
 D
 D
 D
 W
 D
 W
 A

Lobbies/Hallways/Lounges

Remove trash
 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

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

Classroom/Computer Lab

Remove trash/recycle
 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
 2/W
 2/W
 D
 A
 D
 M
 A
 A

Offices

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

2/W
 W
 W
 M
 M
 A
 A

Community Kitchens

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

D
 D
 M
 A

Entrances

Clean mats
 Clean exterior entrance area
 Clean glass in/outside
 Remove trash
 Dust/damp mop/vacuum
 High dust
 Blow debris/leaves
 Pressure wash
 Clean lights fixtures

D
 D
 D
 D
 D
 M
 W
 A
 A

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 cleaning is top priority.

All other tasks will be performed based on the specific needs of the buildings

D=daily
 W=weekly
 M=monthly

Q=quarterly
 A=annual

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