

## Cleaning Frequencies University Club

### 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

### Lobbies and Hallways

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  
 Buff/Burnish/Shampoo

### Entrances

D Clean mats  
 2/W Clean exterior entrance area  
 D Clean glass in/outside  
 D Remove trash  
 D Dust/damp mop/vacuum  
 W High dust  
 W Blow debris/leaves  
 W Pressure wash  
 2/M

### Offices

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

### 3/W Breakrooms

3/W Remove trash  
 W Dust/damp mop floors  
 W High dust  
 M  
 A

### Elevators

D Dust/damp mop floors  
 2/W Dust/polish doors  
 M High dust  
 Buff/shampoo  
 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