Cleaning Frequencies University Medical Center
Day Coverage

Restrooms		**Lobbies and Hallways**		**Entrances**	
Remove trash	D	Remove trash/recycle	D	Clean mats	D
Disinfect toilet, urinals, sinks	D	Clean glass in/outside	D	Clean exterior entrance area	D
Fill towel, tissue, soap dispensers	D	Disinfect water fountains	D	Clean glass in/outside	D
Clean mirrors	D	Dust/damp mop/vacuum	D	Dust/damp mop/vacuum	D
Remove graffiti	D	Remove graffiti	D	High dust	W
Sweep/dust/damp mop floors	D	Dust furniture/fixtures	W	Blow debris/leaves	W
Clean walls, partitions	W	Spot clean walls	W	Pressure wash	A
High dust	M	High dust	W	Clean lights fixtures	A
Clean light fixtures	Q	Buff/Burnish/Shampoo	M		
		Clean lights fixtures	A		

Offices		**Break Rooms/Lounges**		**Classrooms /Computer Labs**	
Remove trash	2/W	Remove trash	D	Remove trash	D
Spot carpet	W	Dust/damp mop floors	W	Clean chalk/dry erase boards	W
Dust/polish furniture, surfaces	W	High dust	M	Dust/damp mop or vacuum	W
High dust	M	Clean windows, blinds	Q	Remove graffiti	D
Clean windows, blinds	A	Clean lights fixtures	A	Clean walls	A
Clean lights fixtures	A			Clean desk and table tops	M
				High dust	Q
				Clean windows, blinds	Q
				Clean lights fixtures	A

Laboratories		**Stairwell**		**Elevators**	
Remove trash	W	Dust/damp mop	W	Dust/damp mop/vacuum	W
Dust/damp mop/vacuum	W	Buff/Shampoo	M	Dust/polish doors	W
High dust	Q	High dust	M	High dust	W
Clean windows, blinds	M	Spot clean walls	W	Clean lights	M
Clean lights fixtures	A	Dust surfaces/windows	M	Buff/shampoo	M

Medical Areas		**Project Work**	
Clinical areas	D	As assigned.	
Pharmacy	D		
Patient Exam Room	D		
Patient Treatment Areas	D		
Utility rooms	D		

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