

Custodial Services Cleaning Schedule

TASK	Entrances	Public Areas	Restrooms, Locker Rooms	Clinical Exam Rooms	Classrooms, Auditoriums	Labs	Conference Rooms	Kitchens, Break Rooms	Offices
Trash/Recycling									
Empty trash receptacles and remove from building	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Recycling removal from building		Bi-Weekly							
General Cleaning									
Clean and disinfect water fountains		Daily							
Clean door glass	Daily	Daily			Daily	Daily	Daily	Daily	Daily
Clean chalkboards and trays in classrooms					Daily				
Clean and disinfect sinks and countertops			Daily	Daily					
Disinfect fixtures, mirrors, and partitions			Daily	Daily					
Replenish supplies			Daily	Daily		Daily		Daily	
Rodent and bug extermination	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
Clean stairwells	2X Weekly	2X Weekly							
Disinfect door handles and push plates	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Dust ceiling vents and venetian blinds	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
General dusting	Weekly	Weekly	Daily	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Floor Care									
Vacuum carpet	Daily	Daily	Daily	Daily	Daily		Daily	Daily	Weekly
Dust mop and spot wet mop	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Buff hard floors	Weekly	Weekly	Monthly	Monthly		Monthly		Monthly	
Spot clean carpet	Weekly	Weekly	Weekly	Weekly	Weekly		Weekly	Weekly	Weekly
Clean carpet	Annually	Annually	Annually	Annually	Annually		Annually	Annually	Annually
Strip/Scrub and refinish hard surface floors	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
Clean baseboards	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Areas Custodial Services are not responsible for cleaning:									
Refrigerators, microwave ovens, and other appliances									
Sink and counter tops in employee break areas and labs									
Surfaces must be free of clutter for dusting to occur									
Chemical spills									
Fluorescent or incandescent light bulbs, lenses or shades (Site Support; 1-2121)									
Furniture that is soiled and needs steam cleaning									
Exterior windows inside and out									
Chalkboards that have not been erased									
Cold Rooms									
Breaking down boxes or pallets									