Facilities Management

Custodial Service Cleaning Tasks and Frequencies

AUDITORIUM	CUSTODIAL FREQUENCY
Waste/recycling collection	*Daily*
Dust flat surfaces	*Daily*
Sweep, dust mop floor (under seating)	*Daily*
Spot clean railings, walls and chairs	*Daily*
Clean waste/recycling containers	*Weekly*
Clean all tables	*Weekly*
Vacuum carpet	*Weekly*
Damp mop floors	*Weekly*
High dust	*Semi-Annually*
Restorative carpet care	*Annually*
Clean furniture arms and backs	*Annually*

CATETERIAS	CUSTODIAL FREQUENCY
Waste/recycling collection	*Daily*
Dust mop flooring	*Daily*
Damp mop/Auto Scrub all flooring	*Daily*
Spot clean walls, doors	*Daily*
Reset and arrange furniture	*Daily*
Clean waste/recycling containers	*Weekly*
High dust	*Semi-Annually*
Refinish floors	*Annually*

Note: Food Services is responsible for cleaning tables

CLASSROOM and SEMINAR ROOMS	CUSTODIAL FREQUENCY
Waste/recycling collection	*Daily*
Damp mop floors	*Twice weekly*
Vacuum carpet	*Daily*
Dust flat surfaces	*Daily*
Clean blackboards and whiteboards	*Daily*
Clean desks	*Daily*
Replace chalk	*When needed*
Clean waste/recycling containers	*Weekly*
Clean windows and ledges	*Weekly*
Disinfect Touch points	*Weekly*
High Dust	*Semi-Annually*
Refinish floors	*Annually*

OFFICE	CUSTODIAL FREQUENCY
Waste/recycling collection	*Weekly*
Clean waste/recycling containers	*Weekly*
Vacuum carpet/sweep and damp mop floor	*Weekly*
Disinfect touch points	*Weekly*
Dust flat surfaces	*Weekly*
Dust vents	*Semi-Annually*
Restorative carpet/floor care	*Annually*
Clean interior windows	*Semi-Annually*

ENTRANCEWAYS/FOYER	CUSTODIAL FREQUENCY
Sweep, dust mop floors	*Daily*
Clean glass	*Daily*
Vacuum all mats	*Daily*
Waste/recycling collection	*Daily*
Disinfect touch points	*Weekly*
Clean waste/recycling containers	*Weekly*
Dust surfaces	*Weekly*
Refinish floors	*Annually*

GYMNASIUM	CUSTODIAL FREQUENCY
Waste/recycling collection	*Daily*
Sweep and dust mop floors	*Daily*
Remove scuff marks	*Daily*
Auto-Scrub gym floor	*Three-times Weekly*
Clean ledges and doors	*Weekly*

CORRIDORS/HALLWAYS	CUSTODIAL FREQUENCY
Waste/recycling collection	*Daily*
Dust Mop floors	*Daily*
Auto-Scrub floors	*Alternating days*
Clean and Disinfect water fountains	*Daily*
Vacuum carpet and mats	*Daily*
Clean glass surface	*Weekly*
Clean waste/recycling containers	*Weekly*
Restorative carpet/floor care	*Semi-Annually*
High dust	*Semi-Annually*

STAIRWELLS	CUSTODIAL FREQUENCY
Damp mop stairs and landings	*Twice-Weekly*
Vacuum and sweep stairs	*Twice-Weekly*
Remove graffiti from the walls	*Twice-Weekly*
Dust surfaces	*Weekly*
Disinfect hand rails	*Weekly*
High dust	*Semi-Annually*

ELEVATORS	CUSTODIAL FREQUENCY
Sweep, dust mop floor	*Daily*
Damp mop floor	*Daily*
Spot clean walls and doors	*Daily*
Clean elevator tracks	*Daily*
Disinfect touch points	*Daily*

LABORTATORY	CUSTODIAL FREQUENCY
Sweep and dust mop floors	*Daily*
Waste/recycling collection	*Daily*
Damp mop floors	*Twice Weekly*
Disinfect touch points	*Weekly*
Spot clean walls and doors	*Weekly*
High Dusting	*Semi-Annually*
Refinish floors	*Annually*

WASHROOMS	CUSTODIAL FREQUENCY
Clean & Disinfect: sinks, toilet bowls & urinals	*Daily*
Clean mirrors	*Daily*
Empty/Reline: sanitary bags/waste receptacles	*Daily*
Replenish soap and toilet tissue	*Daily*
Sweep and wash floors	*Daily*
Clean partitions and doors	*Daily*
Clean trash containers	*Daily*
Remove graffiti	*Daily*
Disinfect touch points	*Daily*
Wash walls and high dusting	*Weekly*
Refinish floors	*Annually*

LOUNGE/KITCHEN	CUSTODIAL FREQUENCY
Waste/Recycling collection	*Daily*
Vacuum carpet	*Daily*
Wash hard surface	*Daily*
Clean sinks	*Daily*
Spot clean walls and doors	*Daily*
Clean tables and chairs	*Daily*
Empty and clean organic containers	*Daily*
Clean counter tops	*Daily*
Clean appliance & cabinet (fronts)	*Weekly*
Dust surfaces	*Weekly*
Clean waste/Recycling containers	*Weekly*

LIBRARY	CUSTODIAL FREQUENCY
Clean & Disinfect water fountains	*Daily*
Waste/recycling containers	*Daily*
Vacuum floor and arrange furniture	*Daily*
Clean entrance door glass	*Daily*
Dust surfaces	*Weekly*
Clean Waste/Recycling containers	*Weekly*
Restorative carpet care (Main Floor)	*Weekly*
High dusting	*Semi-Annually*
Restorative carpet care (Upper Floors)	*Semi-Annually*
Clean light fixtures	*Annually*
Clean upholstery and furniture	*Annually*

MEETING ROOM	CUSTODIAL FREQUENCY
Waste/recycling collection	*Alternating Days*
Clean table tops and furniture	*Alternating Days*
Vacuum carpets	*Alternating Days*
Disinfect touch points	*Weekly*
Dust surfaces	*Weekly*
Clean waste/recycling containers	*Weekly*
Restorative carpet care/floors refinishing	*Annually*

LECTURE HALLS	CUSTODIAL FREQUENCY
Clean lecture tables	*Daily*
Dust mop floor	*Daily*
Waste/recycling collection	*Daily*
Replace chalk	*Daily*
Clean blackboards and whiteboards	*Daily*
Clean desk tops	*Daily*
Wet mop floors	*Twice weekly*
Dust surfaces	*Weekly*
Clean waste/recycling containers	*Weekly*
High Dusting	*Semi-Annually*

LOCKER ROOM/SHOWER ROOM	CUSTODIAL FREQUENCY
Waste/recycling collection	*Daily*
Clean all mirrors and glass	*Daily*
Disinfect all touch points	*Daily*
Clean all countertops	*Daily*
Clean/disinfect water fountains	*Daily*
Sweep and dust mop floors	*Daily*
Wet mop/auto scrub floors	*Daily*
Clean/disinfect showers	*Daily*
Remove debris from drains	*Daily*
Clean Sauna	*Daily*
Clean waste/recycling containers	*Weekly*
High dusting	*Semi-Annually*