# CUSTODIAL CLEANING TASKS & FREQUENCIES

| TASK | OFFICES | CONFERENCE ROOMS | DEPARTMENTAL CLASSROOMS, LIBRARIES & LOUNGES | GENERAL PURPOSE CLASSROOMS | STAIRS & DISABILITY ACCESS AREAS | PUBLIC CIRCULATION, CORRIDORS ENTRANCES & ELEVATORS | RESTROOMS & LOCKER ROOMS | TEACHING LABS | RESEARCH LABS |
|---|---|---|---|---|---|---|---|---|---|
| Police floors | | | | | | daily | daily | | |
| Auto scrub/mop public floors | | | | | | daily | daily | daily | 3x week |
| Spot sweep or spot mop floors | | daily | daily | daily | bi-weekly | daily | daily | daily | 3x week |
| Spot carpet care-spills | as required | as required | as required | as required | | as required | | | |
| Spot vacuum | | daily | daily | daily | | daily | | | |
| Detail floor (vacuum/mop) | weekly | weekly | weekly | weekly | bi-weekly | weekly | daily | weekly | weekly |
| Re-finish floors | annually | annually | semi-annually | semi-annually | as required | traffic based | semi-annually | semi-annually | annually |
| Carpet extraction cleaning | annually | annually | semi-annually | semi-annually | | traffic based | semi-annually | semi-annually | annually |
| Power wash walls/floors | | | | | | | semi-annually | | |
| Empty & spot clean trash containers | weekly | daily | daily | daily | | daily | daily | daily | 3x week |
| Empty & spot clean recycling containers over 1/2 full | | weekly | weekly | daily | | 2x week | | 2x week | |
| empty biohazard | | | | | | | | daily | daily |
| Empty cardboard | | | | | | daily | | daily | daily |
| Detail clean trash & recycling containers | quarterly | quarterly | quarterly | quarterly | quarterly | quarterly | quarterly | quarterly | quarterly |
| Clean boards | | daily | | daily | | | | as needed | |
| Replenish supplies | | | | daily | | | daily | as needed | |
| Empty pencil sharpeners | | | | weekly | | | | | |
| Clean drinking fountains | | | daily | daily | | daily | | | |
| Clean mirrors/partitions | | | | | | | daily | | |
| Clean/disinfect all fixtures | | | | | | | daily | | |
| Dust all surfaces/vents | weekly | weekly | weekly | weekly | weekly | weekly | weekly | weekly | weekly |
| Spot clean desks | | | | weekly | | | | | |
| Spot clean glass | weekly | weekly | weekly | weekly | weekly | weekly | weekly | weekly | weekly |
| Spot clean walls/doors | weekly | weekly | weekly | weekly | weekly | weekly | weekly | weekly | weekly |
| Straighten furniture | | | | | | | | | |
| Remove graffiti | | | | as required | as required | as required | as required | | |
| Snow removal | | | | | as required | as required | | | |