

CLEANING FREQUENCY GUIDE

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Entryways (DAILY)

CUSTODIAL TASKS PERFORMED	FREQUENCY
Sweep and/ or vacuum all flooring and edging, includes mats and runners	Daily
Wet mop hard surface floors	Daily
Spot clean all entryway glass inside and out	Daily
Disinfect touch points (including door knobs, railings, push plates)	Daily
Spot clean doors and walls	Daily
Dust all surfaces inside	Daily
Empty and clean trash receptacle and liner if applicable	Daily
Replace lights	As needed
Dust all high and low venting	Monthly
Extract carpet runners	Quarterly

Hallways (DAILY)

CUSTODIAL TASKS PERFORMED	FREQUENCY
Dust mop all hard surface flooring, Vacuum carpet areas	Daily
Machine Scrub / Wet mop hard surface floors	Daily
Disinfect touch points (including door knobs, railings, push plates)	Daily
Spot clean all glass	Daily
Dust horizontal surfaces	Daily
Spot clean doors and walls	Daily
Empty and clean trash receptacle and liner if applicable	Daily
Clean and disinfect drinking fountain and touch points	Daily
Replace lights	As needed
Dust all high and low venting	Monthly

Elevators (DAILY)

CUSTODIAL TASKS PERFORMED	FREQUENCY
Dust mop all hard surface flooring, Vacuum carpet areas	Daily
Wet mop hard surface floors	Daily
Clean and disinfect touch points (Includes railings, push buttons)	Daily
Spot clean doors and walls	Daily
Stainless Steel polish area	Daily
Replace lights	As needed
Clean elevator tracks	Weekly
Dust all high and low venting	Weekly

Stairwells (DAILY)

CUSTODIAL TASKS PERFORMED	FREQUENCY
Sweep stairs and landings, Vacuum carpet and mats	Daily
Wet mop hard surface floors	Daily
Disinfect touch points (including door knobs, railings, push plates)	Daily
Spot clean all glass	Daily
Spot clean walls	Daily
Dust reachable areas that can be safely reached	Daily
Empty and clean trash receptacle and liner if applicable	Daily
Clean and disinfect touch points	Daily
Replace lights	As needed
Dust all high and low venting	Monthly

Restrooms (DAILY)

CUSTODIAL TASKS PERFORMED	FREQUENCY
Inspect Area	Daily
Pick up large debris	Daily
Empty and clean sanitary napkin receptacles and replace liners	Daily
Replenish toilet paper, paper towels, and soap	Daily
Sweep/ dust mop flooring	Daily
Clean and disinfect toilets and urinals (Toilet bowl scrubbed, piping wiped, exterior wiped around and underneath)	Daily
Clean and disinfect touch points, including light switches, doors, wall fixtures, dispensers	Daily
Clean and disinfect sinks and countertops	Daily
Clean mirrors	Daily
Stainless steel polish metal surfaces	Daily
Disinfect cabinetry, shelving, or furniture	Daily
Empty trash receptacle	Daily
Disinfect flooring by mopping or Kaivac No Touch Cleaning System	Daily
Maintain floor drains with Consume for sewer gas	Weekly
Dust all surfaces such as tops of partitions, doors, door frames	Weekly
Dust all high and low venting	Monthly
Replace lights	As needed

Locker Rooms (**DAILY**)

CUSTODIAL TASKS PERFORMED	FREQUENCY
Inspect Area / Close Locker Room down for cleaning if needed	Daily
Pick up large debris	Daily
Empty and clean sanitary napkin receptacles and replace liners	Daily
Replenish toilet paper, paper towels, hand soap, body soap	Daily
Sweep/ dust mop flooring	Daily
Clean and disinfect toilets and urinals (Toilet bowl scrubbed, piping wiped, exterior wiped around and underneath)	2X Daily
Clean and disinfect touch points, including light switches, doors, wall fixtures, dispensers, shower doors	2X Daily
Clean and disinfect sinks and countertops	2X Daily
Clean and disinfect shower fixtures, doors, and walls	2X Daily
Clean mirrors and glass	Daily
Stainless steel polish metal surfaces	Daily
Disinfect benches and furniture	Daily
Empty trash receptacle	Daily
Disinfect flooring in showers and lock room by mopping or Kaivac	Daily
Maintain floor drains with Consume for sewer gas	Weekly
Dust all surfaces such as tops of partitions, doors, door frames	Weekly
Dust all high and low venting	Monthly
Replace lights	As needed

Public Areas/ Common Space **(DAILY)**

CUSTODIAL TASKS PERFORMED	FREQUENCY
Dust mop all hard surface flooring, Vacuum carpet areas	Daily
Machine Scrub / Wet mop hard surface floors	Daily
Spot clean all glass	Daily
Dust horizontal surfaces, including railing, gates, televisions, computers, electronic equipment	Daily
Spot clean doors and walls	Daily
Empty and clean trash receptacle and liner if applicable	Daily
Clean and disinfect touch points (Includes railings, push buttons)	Daily
Clean and disinfect drinking fountain and touch points	Daily
Clean and disinfect tables and work surfaces	Daily
Arrange furniture back to original state	Daily
Clean inside and outside entrance way glass	Weekly
Replace lights	As needed
Vacuum/ Wipe down chairs	As needed
Dust all high and low venting and light fixtures	Monthly

Classroom/ Auditorium with Carpet/ Tile (Daily)

CUSTODIAL TASKS PERFORMED	FREQUENCY
Clean all white boards, black boards, write-on walls	Daily
Replenish all chalk	Daily
Clean and disinfect all study/ work tables.	Daily
Clean and disinfect all touch points	Daily
Clean and disinfect chairs	Daily
Clean mirrors, glass, and stainless steel	Daily
Straighten furniture	Daily
Inspect all areas	Daily
Pick up larger debris and throw away	Daily
Empty trash receptacles and replace with clean liner	Daily/ Located in Hallway
Vacuum and clean all chalk trays	Daily
Vacuum and/or sweep and wet mop all floors	MWF
Spot clean walls and doors	Weekly
Spot clean bottoms of chairs	Weekly
Spot clean all spills on carpet/ or tile	Weekly
Dust all surfaces such as doors, door frames, blinds, desks	Weekly
Dust all high and low venting	Monthly
Replace lights	As needed

Labs (Daily)

CUSTODIAL TASKS PERFORMED	FREQUENCY
Clean all white boards, black boards, write-on walls	Daily
Replenish all chalk	Daily
Clean and disinfect all study/ work tables.	Daily
Clean and disinfect all touch points	Daily
Inspect all areas	Daily
Pick up larger debris and throw away	Daily
Empty trash receptacles and replace with clean liner	Daily
Vacuum and/or sweep and wet mop all floors	MWF
Spot clean walls and doors	Weekly
Spot clean bottoms of chairs	Weekly
Spot clean all spills on carpet/ or tile	Weekly
Dust all surfaces such as doors, door frames, blinds, desks	Weekly
Dust all high and low venting	Monthly
Replace lights	As needed

Departmental Offices (2X WEEKLY)

CUSTODIAL TASKS PERFORMED	FREQUENCY
Sweep and/ or vacuum all flooring and edging, includes mats and runners	2X week
Wet mop hard surface floors if applicable	2X week
Spot clean all entryway glass inside and out	2X week
Dust all surfaces including, blinds, window sills, ledges, shelves, baseboards, venting, furniture legs, pictures, etc	2X week
Spot clean doors and walls	2X week
Empty and clean trash receptacle and liner if applicable (Staff responsible for Tiny Trash, Custodial picks up Recycling)	2X week
Replace lights	As needed
Spot clean spills on carpet as needed	As needed
Dust all high and low venting	Monthly

Private Offices (2X Yearly)

CUSTODIAL TASKS PERFORMED	FREQUENCY
Sweep and/ or vacuum all flooring and edging, includes mats and runners	2X Yearly
Wet mop hard surface floors if applicable	2X Yearly
Spot clean all entryway glass inside and out	2X Yearly
Dust all surfaces including, blinds, window sills, ledges, shelves, baseboards, venting, furniture legs, pictures, etc	2X Yearly
Spot clean doors and walls	2X Yearly
Empty trash and recycling, replace liner (Staff responsible for Tiny Trash, Custodial picks up Recycling)	2X Yearly
Replace lights	Submit FAMIS Request
Spot clean spills on carpet as needed	Submit FAMIS Request

Kitchenette (2X WEEKLY)

CUSTODIAL TASKS PERFORMED	FREQUENCY
Sweep and/ or vacuum all flooring and edging, includes mats and runners	2X Weekly
Wet mop hard surface floors if applicable	2X Weekly
Wipe down and sanitize all countertop surfaces	2X Weekly
Stainless Steel Polish stainless steel sinks	2X Weekly
Spot clean doors and walls	2X Weekly
Empty trash and recycling, replace liner	2X Weekly
Replace lights	As needed

Summer Cleaning Frequencies

CUSTODIAL TASKS PERFORMED	FREQUENCY
Carpet Extraction	Yearly
Deep Clean Tile & Grout	Yearly
Chemical Strip & Recoat waxed surfaces	3yr Rotation
Chemical Free Strip (SPP) & Recoat waxed surfaces	Yearly
(SPP) Gym flooring and recoat with gym sealer	As needed
Squeegee interior windows (Atriums, Lobby ways, Hallways)	Monthly
Squeegee interior windows (Private Offices, Department Offices, Classrooms/ Labs)	Yearly
Squeegee exterior windows (1 st floor)	Yearly
Exterior window- Water Fed Pole (up to 3 stories)	Yearly

