

# Custodial Services Frequency Chart

<b>CLASSROOMS</b>	<b>daily</b>	<ul style="list-style-type: none"> <li>• Trash bins are emptied</li> <li>• Large debris is removed before the floor tile is dust-mopped or the carpets are vacuumed</li> <li>• Tabletops are disinfected and debris is removed from chairs</li> <li>• The instructor's table and lectern are cleaned and disinfected</li> <li>• Chairs are placed back in position</li> <li>• White boards and trays are cleaned</li> <li>• Disinfectants are provided to promote self-cleaning practices to assist throughout the day</li> </ul>
	<b>weekly</b>	<ul style="list-style-type: none"> <li>• Door frames and light switches are cleaned and chalk dust is wiped up</li> <li>• Desks and chairs are counted</li> <li>• Minor stains are spot-cleaned</li> </ul>
	<b>yearly</b>	<ul style="list-style-type: none"> <li>• Chalk boards and white boards are washed thoroughly</li> <li>• All walls, furniture, and carpets are deep cleaned</li> </ul>
	<p><b>What to expect:</b> Carpet and tile is clean but may be worn in high traffic areas. Certain carpet and/or tile stains will remain if we are not able to remove them with spot cleaning techniques. Between weekly and/or monthly surface cleanings, dust build-up and fingerprints will be noticeable. For tough stain removal, please submit a Service Request form.</p>	
<b>CONFERENCE ROOMS</b>	<b>daily</b>	<ul style="list-style-type: none"> <li>• Trash bins are emptied</li> <li>• Carpets are vacuumed</li> <li>• Tabletops are disinfected and debris is removed from chairs</li> <li>• Chairs are placed back in position and disinfected if the surface type permits</li> </ul>
	<b>weekly</b>	<ul style="list-style-type: none"> <li>• Door frames and light switches are disinfected</li> <li>• Minor stains are spot-cleaned</li> <li>• All areas of the room are dusted: window sills, etc.</li> </ul>
	<b>yearly</b>	<ul style="list-style-type: none"> <li>• Chalk boards and white boards are washed thoroughly</li> <li>• All walls, furniture, and carpets are deep cleaned</li> </ul>
	<p><b>What to expect:</b> Carpet and tile is clean but may be worn in high traffic areas. Certain carpet and/or tile stains will remain if we are not able to remove them with spot cleaning techniques. Between weekly and/or monthly surface cleanings, dust build-up and fingerprints will be noticeable. For tough stain removal, please submit a Service Request form.</p>	
<b>HALLS AND LOBBIES</b>	<b>daily</b>	<ul style="list-style-type: none"> <li>• Trash bins are emptied</li> <li>• Large debris is removed before the carpets are vacuumed; minor stains are spot-cleaned</li> <li>• Tabletops are disinfected and debris is removed from chairs</li> <li>• Entryway glass and crash bars are disinfected and cleaned twice a day</li> <li>• Elevator buttons, handrails, lights switches, and courtesy phones are disinfected</li> <li>• Mamava pods are cleaned and disinfected</li> <li>• Hand sanitizer stations are provided and/or refilled</li> <li>• Drinking fountains are disinfected</li> <li>• Chairs are placed back in position and disinfected if the surface type permits</li> </ul>
	<b>weekly</b>	<ul style="list-style-type: none"> <li>• Door frames and light switches are cleaned</li> <li>• Window sills and other surfaces are dusted</li> </ul>
	<b>yearly</b>	<ul style="list-style-type: none"> <li>• Ceiling pipes are dusted</li> <li>• Walls are washed and all marks are removed</li> <li>• Chairs, furniture, and carpets are deep cleaned</li> </ul>
	<p><b>What to expect:</b> Carpet is clean but may be worn in high traffic areas. Certain carpet stains will remain if we are not able to remove them with spot cleaning techniques. Between weekly and/or monthly surface cleanings, dust build-up and fingerprints will be noticeable. To arrange for tough stain removal or for additional window cleanings, please submit a Service Request form.</p>	

LABS	daily	<ul style="list-style-type: none"> <li>• Trash bins are emptied</li> <li>• The furniture is returned to its proper position</li> <li>• Disinfectant is provided to promote self-cleaning practices to assist throughout the day</li> </ul>
	weekly	<ul style="list-style-type: none"> <li>• Floors are dust mopped</li> <li>• Chairs are counted and returned to proper locations</li> </ul>
	yearly	<ul style="list-style-type: none"> <li>• Surfaces and furniture are cleaned</li> <li>• Floors are refinished</li> </ul>
	<p><b>What to expect:</b> Floors are dusted, but stains that cannot be spot-cleaned will remain. Dirt build-up may be present around the floor boards and room corners. Occupants are responsible for cleaning their own desks and other surfaces. Additional cleaning services can be arranged by submitting a Service Request form. Please note that we don't clean specialized or department equipment.</p>	
OFFICES	weekly	<ul style="list-style-type: none"> <li>• Offices are cleaned once a week and is typically on Thursday or Friday</li> <li>• Trash receptacles are emptied <ul style="list-style-type: none"> <li>➢ Please note if occupant needs trash receptacle emptied, they can place the receptacle in the hallway on Monday, Wednesday, or Friday and we will do our best to empty it.</li> </ul> </li> <li>• Floors are vacuumed</li> <li>• Door handles, light switches, and telephone headsets are disinfected</li> <li>• If the desktop isn't cluttered, the desk will be disinfected</li> </ul>
	yearly	<ul style="list-style-type: none"> <li>• Blinds and ceiling vents are dusted</li> <li>• Accessible walls are washed</li> <li>• Carpets and furniture are shampooed and deep cleaned</li> </ul>
	<p><b>What to expect:</b> Offices receive little attention because they typically receive the least traffic. Occupants are responsible for cleaning their own desks and other surfaces. Floors are vacuumed, but stains that cannot be spot-cleaned will remain. Dirt build-up may be present around the floor boards and room corners. If you have trash/compost that may cause odor or pest issues, please dispose of it in a common area bin that is emptied daily. Additional cleaning services can be arranged by submitting a Service Request form; however there may be a charge for requested services.</p>	
RESTROOMS	daily	<ul style="list-style-type: none"> <li>• Toilets, sinks, floors, and touch points are disinfected</li> <li>• Trash is emptied</li> <li>• Soap, paper towels, and toilet paper is stocked</li> </ul>
	weekly	<ul style="list-style-type: none"> <li>• Hard water buildup is removed</li> <li>• Vents are dusted</li> <li>• Floors are machine scrubbed</li> </ul>
	yearly	<ul style="list-style-type: none"> <li>• Every surface is deep cleaned and disinfected</li> </ul>
	<p><b>What to expect:</b> All lights work. Soap dispensers, paper towel dispensers, faucets, door and stall handles and other bathroom fixtures are clean. All supplies are stocked. Toilets, sinks, and floor are all clean and disinfected. Most heavily used restrooms receive increased attention between the hours of 7:00 a.m. to 4:00 p.m., Monday through Friday.</p>	
STAIRWELLS	daily	<ul style="list-style-type: none"> <li>• Stairs are vacuumed; non-carpeted areas are mopped 2-3 days a week</li> <li>• Railings are disinfected</li> </ul>
	weekly	<ul style="list-style-type: none"> <li>• All areas of the stairwell are dusted including window sills, baseboards, and fixtures</li> </ul>
	yearly	<ul style="list-style-type: none"> <li>• Rubber stairs are refinished</li> </ul>
	<p><b>What to expect:</b> Carpet and tile is clean but may be worn in high traffic areas. Certain carpet and/or tile stains will remain if we are not able to remove them with spot cleaning techniques. Between weekly and/or monthly surface cleanings, dust build-up and fingerprints will be noticeable. To arrange for cleaning services, please submit a Service Request form.</p>	