Cleaning Frequency Schedule: Academic and Administrative Areas

Task	Monday	Tuesday	Wednesday	Thursday	Friday	Facility Notes
Breezeways/Perimeter Entryways						APPA Level 1: UC 7x per week, Sexton 5x times per week and Health Services 5x per-as scheduled weekend activity dictates
Remove cobwebs	X	X	X	X	X	
Clean exterior glass 6'	Q					
Sweep/blow leaves from entry/outside ramps/landings	X			X		
Empty exterior trashcans	X	X	X	X	X	
Outside trash pick-up 10'	X	X	X	X	X	
Interior entry/lobby/halls/public areas						Recycling is picked up per schedule
Remove interior spider webs	X		X		X	
Dust vents, switch plates	X			X		
Dust all horizontal surfaces	X	X	X	X	X	
Spot clean walls	X	X	X	X	X	Carpet cleaning and hard floor refinishing will occur at night once scheduled.
Clean doors and door jams					X	
Clean interior glass/window ledges	M					
Clean shades or blinds	X	X	X	X	X	
Vacuum/spot clean all upholstery surfaces	X	X	X	X	X	
Clean/disinfect water fountains	X	X	X	X	X	Building Frequency Schedules and Project Calendar to follow
Clean baseboards	X	X	X	X	X	
Straighten/align furniture per schematic	X	X	X	X	X	
Empty trash receptacle and change liners	X	X	X	X	X	
Recycling	P					
Dust mop/sweep floors	X	X	X	X	X	Window cleaning dates to be coordinated with building coordinators
Clean roll up/walk off mats	X		X			
Spot Mop/Damp mop	X	X	X	X	X	
Clean walls and banisters	W					
Sweep and damp mop	X	X	X	X	X	
Clean elevators	X	X	X	X	X	Summer project/after action report list to follow.
Remove spider webs	X	X	X	X	X	
Clean/sanitize receiver/buttons	X	X	X	X	X	
Stainless steel application					X	

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Clean treads	X	X	X	X	X	Full cleaning of upholstery to occur as part of the project calendar
Sweep/vacuum	X	X	X	X	X	
Mop	X	X	X	X	X	
Restrooms	X	X	X	X	X	
Disinfect all sinks and fixtures/polish	X	X	X	X	X	Restrooms cleaned in buildings 7x per week that have scheduled weekend classes or scheduled weekend events
Disinfect all toilets, urinals and fixtures	X	X	X	X	X	
Disinfect all door and partition handles	X	X	X	X	X	
Fill toilet tissue, hand towels & soap dispensers	X	X	X	X	X	
Disinfect/clean exteriors of all dispenser (tissue, soap, etc.)	X	X	X	X	X	
Remove spider webs	X	X	X	X	X	Trash receptacles and liners changed in buildings that have weekend usage or scheduled event
Dust vents (within reach)	X	X	X	X	X	
Clean light fixtures	**Physical**	**Plant**				
Clean and disinfect external surfaces of plumbing/supply lines and exposed waste lines	X	X	X	X	X	
Clean doors, jams and partitions	X	X	X	X	X	
Clean walls	X	X	X	X	X	
Clean switch plates	X	X	X	X	X	
Mirrors cleaned and streak free	X	X	X	X	X	
Clean baseboards		X		X		
Sweep	X	X	X	X	X	
Empty trash receptacles and change liners	X	X	X	X	X	
Mop/disinfect	X	X	X	X	X	
Offices						
Dust/vacuum vents	M					
Dust furniture and flat surfaces	X	X	X	X	X	
Dust blinds/windowsills	X	X	X	X	X	
Clean telephones	X	X	X	X	X	
Empty lined waste containers	X	X	X	X	X	
Clean trash containers			X			
Sweep/dust mop	X		X		X	
Vacuum carpet and straighten furniture		X		X		
Spot clean carpets	X	X	X	X	X	
Spot clean walls, partitions and doors	W					

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Clean baseboards	W				
Damp mop floors	X				X
Classrooms/Conf rooms/labs					
Dust/vacuum vents	M				
Dust furniture and flat surfaces	X	X	X	X	X
Clean upholstery (Summer)	A				
Dust shades/blinds/windowsills	X	X	X	X	X
Clean interior glass/window ledges	X	X	X	X	X
Spot clean walls, partitions and doors	X				X
Clean dry erase boards	X	X	X	X	X
Empty lined waste containers	X	X	X	X	X
Clean trash containers				X	
Spot clean carpets	X	X	X	X	X
Vacuum carpet	X		X		X
Straighten furniture per schematic	X	X	X	X	X
Breakrooms/Kitchenettes					
Dust/vacuum vents	M				
Dust furniture and flat surfaces	X	X	X	X	X
Dust shades/blinds and clean windowsills	X	X	X	X	X
Clean interior glass/window ledges	Q				
Spot clean walls, partitions and doors	X				X
Disinfect all sinks and fixtures/polish	X	X	X	X	X
Disinfect all door and partition handles	X	X	X	X	X
Fill hand towels & soap dispensers	X	X	X	X	X
Disinfect/clean exteriors of all dispenser (hand towels and soap)	X	X	X	X	X
Clean stove tops	W				
Clean microwave	X	X	X	X	X
Clean refrigerator					W
Check drawers and cabinets	X	X	X	X	X
Empty lined waste containers	X	X	X	X	X
Clean trash containers				X	
Spot clean carpets	X	X	X	X	X

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Vacuum carpet and straighten furniture	X	X	X	X	X
Sweep and mop	X	X	X	X	X
Laundry rooms (if applicable)					
Clean tops/inside lid of W/D	X	X	X	X	X
Clean lint traps	X	X	X	X	X
Dust vents, switch plates	M				
Dust all horizontal surfaces	X	X	X	X	X
Spot clean walls	X	X	X	X	X
Clean doors and door jams	X	X	X	X	X
Clean interior glass/window ledges	Q				
Clean TV screens	X	X	X	X	X
Vacuum/spot clean all upholstery surfaces	Q				
Clean baseboards	X				
Straighten/align furniture	X	X	X	X	X
Empty lined waste containers	X	X	X	X	X
Clean trash containers			X		
Sweep	X	X	X	X	X
Mop	X				X
Meeting/Study Game/tv rooms					
Dust/vacuum vents	M				
Dust furniture and flat surfaces	X	X	X	X	X
Dust shades/blinds/windowsills	X	X	X	X	X
Clean interior glass/window ledges	X	X	X	X	X
Spot clean walls, partitions and doors	X				X
Clean stoves	W				
Clean microwaves	W				
Clean refrigerators	M				
Disinfect all sinks and fixtures/polish	X	X	X	X	X
Disinfect all door and partition handles	X	X	X	X	X
Fill hand towels & soap dispensers	X	X	X	X	X
Disinfect/clean exteriors of all dispenser (hand towels and soap)	X	X	X	X	X
Clean TV screens	X	X	X	X	X

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Empty lined waste containers	X	X	X	X	X	
Clean trash containers	X	X	X	X	X	
Spot clean carpets	X	X	X	X	X	
Vacuum carpets	X	X	X	X	X	
Straighten/align furniture	X	X	X	X	X	
Sweep	X	X	X	X	X	
Mop	X				X	
Perform restorative carpet care	S/A					
Window Cleaning	P					
Strip and refinishing VCT	A					
Spray-buff/burnish floors VCT	M					
Refinish hardwood floor	S/A					

D-Daily(X)   A/D-Alternate Days   W-Weekly   M-Monthly   Q-Quarterly   S/A-Semiannually   A-Annually   P-Periodic