

Campus Custodial Cleaning Guidelines effective 7/1/10	Normal Daily Services	Weekly Services	Monthly Services	Quarterly	Annually
COMMON AREAS (includes suites, reception areas, multi-occupant offices and cubicles, conference rooms, restrooms, lobbies, corridors, stairwells, entry ways, landings, breezeways, elevators)					
Change lights that are burned out, flickering, or hazardous. Tag lights that do not work when bulb is replaced and submit a service request. Dust Clean difusers in place.	X				
Empty trash receptacles, replace liner (if soiled), wash receptacles (as needed) and dispose of all trash.	X				
Sweep floors, removing debris from behind doors, in corners, and around furniture.	X				
Spot mop hard surface floors & spot clean carpet, removing spills/stains, including hallways, interior stairs, landings, breezeways	X				
Vacuum carpets/dust mop floors in common areas, i.e. suites, reception areas, conference rooms, corridors, etc. thoroughly removing debris from behind doors, in corners, under and around furniture.	X				
Remove graffiti from desks, tables, walls, doors, restroom partitions	X				
Thoroughly dust & clean flat surfaces in common areas, (Individual furniture and items in room will be the responsibility of the occupants.)		X			
Spot wash walls and doors cleaning spills, spits, and slops, clean around light switches as needed.			X		
Clean wash basins, utility sinks, chalkboards, and white boards, etc.		X			
Dust/clean all building surfaces for cobwebs, dirt, i.e. walls, ledges, window sills, air grills, vents, blinds, etc.			X		
Check fire extinguishers and note on tag			X		
Strip and Apply Floor Finish for Hard Surfaces and Shampoo Carpet (More frequent may be a charge to dept.)					X
CLASSROOMS, LABS, & SINGLE OCCUPANT OFFICES/CUBICLES					
Change lights that are burned out, flickering, or hazardous. Tag lights that do not work when bulb is replaced and submit a service request. Dust Clean difusers in place.	O/E				
Empty trash receptacles & recycle bins, replace liner (if soiled), wash receptacles (as needed) and dispose of all trash. Occupant to take trash to common area if needed dumped on a non-service day	O/E				
Dust mop floors, removing debris from behind doors, in corners, and around furniture. Vacuum carpet	O/E				
Mop hard surface floors & spot clean carpet, removing spills/stains.	O/E				
Spot wash walls and doors, clean around light switches as needed.			X		
Dust/clean surfaces for cobwebs, dirt, i.e. walls, ledges, window sills, air grills, vents, blinds, etc.	O/E				
Strip and Apply Floor Finish for Hard Surfaces and Shampoo Carpet					X
RESTROOMS					
Complete a full-scale cleaning of restrooms. Disinfect wash basins, urinals, commodes, trash receptacle, and dispensers. Sweep & Mop floors. Pour fresh water into floor drains. Clean mirrors and bright metal surfaces.	X				
Damp wipe doors, walls & partitions.		X			
Restock restroom paper supplies; towels, toilet paper, seat covers, hygiene vending machines & soap.	X				
Spray clean walls, stalls, fixtures, scrub restroom floors, pour enzyme solution into floor drains.			X		
LOBBIES, CORRIDORS AND INTERIOR STAIRWELLS					
Remove pamphlets, circulars, flyers, etc, from walls & glass surfaces, unless posted on bulletin boards.	X				
Sweep and spot mop interior stairs and landings. Clean drinking fountains	X				
Buff corridor floors using floor restorer with a high-speed or ultra high-speed floor machine.		X			
Dust & Clean handrails, metal railings, fire extinguishers.		X			
Apply a coat of floor restorer finish and buff hard surfaces (lobbies & corridors).			X		
Bonnet-shampoo carpeted areas.			X		
ENTRY WAYS AND BREEZE WAYS					
Sweep building entrances, remove dust tags, spider webs from walls, ceiling, corners	X				
Vacuum entry mats and exchange as required.	X				
Clean entry glass doors and walls	X				
Wash down floors, exterior stairs and landings. Detail clean door frames/thresholds.			X		
ELEVATORS, WINDOWS, ATRIUMS, etc.					
Vacuum all elevator tracks. Clean walls, doors, floors.	X				
Interior/Exterior Windows/Screens/Awnings - when funded by University. Departments can request more frequent washing as a chargeable function. Work typically done by outside contractor - due to speciality equipment used.					3
High Dusting above 12 feet. Typically performed by outside contractor due to speciality equipment				X	

Classrooms: on days not receiving complete care will have trash emptied, large debris pick up, chalkboard trays cleaned of chalk dust, and major spills cleaned up

*Restricted Access Areas - Dept. responsible to coordinate cleaning with manger on the shift that the building is cleaned. Request for exceptions will be considered on a case-by-case request by Director.

Before restricted rooms can be brought back into the cleaning schedule, the department must submit a service request for a deep cleaning to bring the room into cleaning standards. This cost shall be at the expense of the requesting department.

O/E : if your room number is an odd number then you will receive services on the odd days of the month. If your room is an even number you will receive service on the even days of the month. Normal works schedules are Sunday-Thursday.