CLEANING FREQUENCIES

TASK	RESTROOMS/LOCKER ROOM/DRESSING ROOMS/SHOWERS	CLASSROOMS/COMPUTER LABS	TEACHING/RESEARCH LABS	PERFORMANCE AREAS	HALLS/ENTRYWAYS/BREAKROOMS	STAIRWAYS	ELEVATORS	OFFICES
EMPTY TRASH	DAILY	DAILY	DAILY	DAILY	DAILY	DAILY	--	--
EMPTY RECYCLING	--	WHEN FULL	WHEN FULL	WHEN FULL	WHEN FULL	--	--	--
SWEEP/DUST MOP FLOOR	DAILY	DAILY	DAILY	DAILY	DAILY	DAILY	DAILY	MONTHLY
MOP FLOORS/BASEBOARDS	DAILY	WEEKLY	WEEKLY	DAILY	WEEKLY/DAILY/WEEKLY	DAILY	WEEKLY	MONTHLY
SPOT VACUUM/MOP/CLEAN PARTITION WALLS	DAILY	DAILY	DAILY	--	DAILY	--	DAILY	--
VACUUM	--	WEEKLY	--	DAILY	DAILY	DAILY	WEEKLY	MONTHLY
POLICE ENTRANCES FOR LEAVES AND LITTER	--	--	--	--	DAILY	--	--	--
DISINFECT TOUCH POINTS/DRINKING FOUNTAIN/BOTTLEFILL	DAILY	DAILY	DAILY	DAILY	DAILY	--	--	--
CLEAN AND DISINFECT RESTROOM FIXTURES	DAILY	--	--	--	--	--	--	--
CHECK SUPPLIES AND STOCK	DAILY	--	--	--	--	--	--	--
CLEAN INSIDE ALL DISPENSERS/FEMININE HYGIENE CONTAINERS	MONTHLY	--	--	--	--	--	--	--
CLEAN/POLISH ALL WALLS, KICK PLATES, PARTITIONS	MONTHLY	MONTHLY	--	--	MONTHLY	--	--	--
CLEAN STAINLESS STEEL	WEEKLY	--	--	--	WEEKLY	--	DAILY	--
CLEAN OUTSIDE OF TRASH CANS	WEEKLY	WEEKLY	WEEKLY	WEEKLY	WEEKLY	--	--	MONTHLY
SPAR-CLEAN TOILETS AND URINALS/FLUSH OUT FLOOR DRAINS	WEEKLY	--	--	--	--	--	--	--
CLEAN DOOR FRAME (FRONT AND BACK)	WEEKLY	WEEKLY	WEEKLY	WEEKLY	MONTHLY	--	--	MONTHLY
DUST ACCESSIBLE WINDOW SILLS, BLINDS, VENTS, LOCKERS	WEEKLY	WEEKLY	WEEKLY	WEEKLY	WEEKLY	WEEKLY	--	MONTHLY
ORGANIZE CHAIRS/FURNITURE	--	DAILY	--	--	DAILY	--	--	--
SPOT CLEAN DESKS, TABLES, TABLE PLUG-INS, AND PODIUMS	--	DAILY	--	--	--	--	--	--
REMOVE GUM FROM UNDERNEATH DESKS AND TABLES	--	MONTHLY	--	--	--	--	--	--
CLEAN CHALK & WHITE BOARD TRAY AND WALLS AROUND THE BOARDS/PUT OUT CLEAN CHALK AND ERASERS	--	DAILY	--	--	--	--	--	--
CLEAN WALL BEHIND TRASH CAN	WEEKLY	DAILY	WEEKLY	WEEKLY	WEEKLY	--	--	MONTHLY
CLEAN MIRRORS/GLASS DOORS/OTHER GLASS	DAILY	DAILY	DAILY	DAILY	DAILY	--	DAILY	MONTHLY
CLEAN HAND RAILS	--	WEEKLY	--	DAILY	--	WEEKLY	DAILY	--
CLEAN FURNITURE	--	AS NEEDED	--	MONTHLY	MONTHLY	--	--	--
CLEAN ELEVATOR TRACKS	--	--	--	--	--	--	WEEKLY	--
TAKE DOWN OUTDATED FLIERS AND RECYCLE	--	--	--	--	MONTHLY	--	--	--
CLEAN FIRE EXTINGUISHER CABINETS/DUST FIRE EXTINGUISHER	--	--	--	--	MONTHLY	MONTHLY	--	--
CHECK FOR COBWEBS IN CORNERS AND REMOVE	WEEKLY	WEEKLY	WEEKLY	WEEKLY	WEEKLY	WEEKLY	--	MONTHLY
POWER WASH/SCRUB FLOOR	MONTHLY	--	--	--	--	AS NEEDED	--	--
SPRAY BUFF FLOORS	--	ANNUALLY	--	--	MONTHLY	--	--	--
SPOT CLEAN CARPET	--	WEEKLY	--	WEEKLY	WEEKLY	--	WEEKLY	AS NEEDED
RESTORATIVE HARD FLOOR CARE/EXTRACT CARPETS	AS NEEDED	AS NEEDED	AS NEEDED	AS NEEDED	AS NEEDED	AS NEEDED	AS NEEDED	AS NEEDED