CLEANING SCHEDULE

SERVICES PROVIDED	AUDITORIUM	CAFETERIA	CLASS ROOM	COMPUTER LABS	CONF. ROOM	DRESSING ROOMS	ELEVATOR	ENTRANCE WAYS	LECTURE HALL	LIBRARY	LOCKER ROOM	LOUNGE SPACE	OFFICE	PUBLIC AREAS	RECEPTION AREA	RESEARCH LAB	STAIRS	TESTING LAB	TUTORING LAB	RESTROOM
Auto-scrub floors											Daily			Weekly						
Clean chalkboards, erasers and trays, Pencil Sharpners			Alternate Days						Daily											
Clean doors and windows	*	*	*	*	*	*	*	Monthly	*	*	*	*	*	*	*	*	*	*	*	*
Clean drains											Daily									
Clean lockers and benches and shower areas											Weekly									
Clean mirrors																				Weekly
Clean partitions and doors															Monthly					Weekly
Clean trash containers	*	Daily	*	*	*	*	*	*	*	*	*	Monthly	*	*	*	*	*	*	*	*
Clean wash bowls																				Daily
Clean water fountains										Daily	Daily			Daily						
Clean/disinfect shower room																				
Clean/disinfect toilet bowls and urinals																				Daily
Clean/roll-up walk-off mats								Alternate Days												
Damp-mop floors	Weekly		Weekly		Monthly	Weekly	Weeekly	Daily			Daily	Monthly	Weekly			Weekly	Weekly			Alternate Days
Dust blinds	*	*	*	*	*	*	*	*	*	*	*	*	Monthly	*	*	*	*	*	*	*
Dust flat surfaces (window ledge), Fireplace		Weekly	Weekly	Weekly	Weekly				Monthly	Weekly		Weekly		Weekly			Weekly	Weekly	Weekly	Quarterly
Dust furniture	Quarterly				Weekly			Weekly	Daily			Weekly	Monthly (Weekly - EO only)			Weekly				
Dust vents			Monthly		Quarterly				Monthly	Monthly			Monthly			Monthly				Quarterly
Empty trash containers		Daily	Daily		Daily	Daily			Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily			Daily	Daily
Recycle pick up	*	*	*	*	*	*	*	*	*	*	*	*	*	Daily	*	*	*	*	*	*
Restock soap and toilet paper																				Daily
Spot clean carpets	Monthly	Monthly	Weekly	Monthly	Monthly		Monthly		Monthly	Monthly		Monthly	Monthly (EO only)	Quarterly	Monthly			Monthly	Annually	
Spot clean vending machines												Monthly								
Spot clean walls and doors	Monthly	Monthly	Monthly	Monthly	Monthly		Monthly	Quarterly	Monthly	Monthly	Weekly	Monthly	Monthly	Weekly	Monthly	Monthly	Weekly		Monthly	Quarterly
Straighten furniture		Daily	Alternate Days	Weekly	Alternate Days		Alternate Days			Weekly		Alternate Days	Weekly	Alternate Days	Weekly			Daily	Weekly	
Sweep, dust mop wood floor (stage and wings)	Weekly																			
Sweep/dust mop floor		Daily	Alternate Days		Daily	Daily		Daily			Daily	Daily	Weekly	Daily		Weekly	Alternate Days			Daily
Vacuum carpet	Weekly	Daily	Alternate Days	Weekly	Alternate Days		Alternate Days			Weekly		Alternate Days	Weekly	Alternate Days	Weekly			Daily	Weekly	
Legend:																				
EO - Executive Office																				
* - As Needed. Determined by Facilities Management																				