

Description of Tasks

Entryways		Frequency
1	Sweep and/or vacuum all floors, carpeting, mats, and under the mats.	Daily
2	Wet mop hard surface floors.	Daily
3	Sweep/shovel outside of building 10 feet from the door, removing all debris.	Daily
4	Spot clean all entryway glass inside and out.	Daily
5	Dust all surfaces inside and outside.	Daily
6	Spot clean all doors and window frames.	Daily
7	Spot clean walls.	Daily
8	Empty and clean all trash receptacles and replace liners.	Daily
9	Take trash to the dumpster.	Daily

Elevators		Frequency
1	Dust.	Daily
2	Spot clean walls.	Daily
3	Dust mop hard floor/vacuum carpeted floor	Daily
4	Damp mop hard floor.	Daily
5	Clean elevator tracks.	Weekly
6	Polish any metal surfaces.	Daily
7	Clean bugs from light lenses.	Monthly

Hallways		Frequency
1	Remove Trash	Daily
2	Dust	Daily
3	Clean glass	Daily
4	Spot clean vertical surfaces	Daily
5	Spot clean carpeted surfaces	Daily
6	Dust mop hard floor/ vacuum carpeted floor	Daily
7	Damp mop hard floor	Daily
8	Clean bugs from light lenses.	Monthly

Lounge		Frequency
1	Pick up all debris and discard.	Daily
2	Remove all gum, unsightly marks, shoe scuffs, and food from the floor.	Daily
3	Clean and disinfect all tables, chairs, and countertops	Daily
4	Clean and disinfect drinking fountains.	Daily
5	Spot clean glass.	Daily
6	Spot clean walls.	Daily
7	Empty and clean trash receptacles and replace liners.	Daily
8	Sweep and/or dust mop and wet mop all hard surface floors.	Daily
9	Vacuum carpets.	Daily
10	Dust all surfaces including chair and table legs, ledges, and vents.	Alternate Days
11	Rearrange tables, chairs, and other furniture into proper order.	Daily
12	Take trash to dumpster.	Daily
13	Empty recycle containers.	Daily

Description of Tasks

Restrooms		Frequency
1	Empty and clean trash receptacles and replace liners.	Daily + Porter
2	Empty and clean sanitary napkin receptacles and replace liners.	Daily + Porter
3	Dust all surfaces such as vents, tops of partitions, door frames, and wall fixtures.	Daily + Porter
4	Clean roll towel, toilet paper, sanitary napkin, and soap dispensers and refill as needed.	Daily + Porter
5	Clean and disinfect all partitions, doors, and handles.	Daily + Porter
6	Clean mirrors.	Daily + Porter
9	Clean and disinfect sinks and countertops.	Daily + Porter
10	Clean and disinfect toilets and urinals, including inside and outside, plumbing, and seats.	Daily + Porter
11	Sweep and disinfect all floors by wet mopping.	Daily + Porter
12	Pour water down floor drain to prevent sewer gas from escaping.	Daily + Porter
13	Remove all trash to dumpster.	Daily + Porter

Locker Room		Frequency
1	Remove trash.	Daily
2	Restock Dispensers.	Daily
3	Dust.	As Needed
4	Clean glass and mirrors.	Daily
5	Spot clean walls and doors.	Daily
6	Clean and disinfect sinks.	Daily
7	Clean and disinfect showers and drains.	Daily
8	Clean toilets and urinals.	Daily
9	Dust mop.	Daily
10	Damp mop.	Daily

Stairs		Frequency
1	Pick up any cans, paper, or loose debris and throw away.	Daily
2	Sweep stairs and landings.	Daily
3	Vacuum all carpets and mats.	Daily
4	Spot mop any spills.	Daily
5	Spot clean all spills on carpets and report any non-removable spots to your supervisor.	Daily
6	Dust all safety reachable areas.	Daily
7	Spot clean walls.	Weekly
8	Clean and disinfect hand rails	Daily
9	Spot clean glass.	Daily
10	Empty and clean trash receptacles and replace liners.	Daily
11	Take all trash to dumpster.	Daily

Description of Tasks

Offices		Frequency
1	Empty common area trash cans and replace liners.	Daily
2	Empty recycling containers	Once Weekly
3	Vacuum all carpets and rugs	Once weekly
4	Vacuum corners and edges of carpets	Monthly
5	Sweep and wet mop all hard surface floors.	Once weekly
6	Dust all surfaces such as desktops, blinds, windowsills, shelves, ledges, cabinets, baseboards, vents, doors and door frames, furniture legs, wall hangings, etc.	Monthly
7	Spot clean all walls, doors, and partitions, paying particular attention to areas around light switches, doorknobs, door frames, and trash cans.	Monthly
8	Spot clean all glass doors	Daily
9	Spot clean all spills on carpets and report any non-removable stains to your supervisor.	Monthly

Conference Room		Frequency
1	Remove trash.	Daily
2	Dust.	Weekly
3	Clean glass.	Daily
4	Polish wood tables.	Weekly
5	Vacuum or spot clean furniture.	Alternate Days
6	Spot clean hard surfaces.	Daily
7	Spot clean carpeted surfaces.	Daily
8	Dust mop hard floors/vacuum carpeted floors	Alternate Days
9	Damp mop hard floors.	Alternate Days
10	Put furniture back in place.	Daily

Lunchroom/Kitchenette		Frequency
1	Remove trash	Daily
2	Dust.	Weekly
3	Spot cleaning.	Daily
4	Clean glass.	Daily
5	Clean sinks, counters.	Daily
6	Clean tables and chairs.	Daily
7	Dust mop hard floors/vacuum carpets	Daily
8	Damp mop hard floors.	Daily
9	Return furniture to position.	Daily

Description of Tasks

Teaching Lab		Frequency
1	Pick up any cans, paper, or loose debris and throw away.	Daily
2	Empty and clean trash receptacles and replace liners.	Daily
3	Spot clean walls.	Weekly
4	Clean and disinfect sinks.	Daily
5	Clean all chalkboards and write-on walls	Daily
6	Vacuum and clean all chalk trays.	Daily
7	Clean erasers.	As needed
8	Clean and disinfect soap and paper towel dispensers and refill as needed.	Daily
9	Vacuum and/or sweep and wet mop all floors.	Weekly
10	Spot clean all spills on carpet and report any spots to your supervisor.	Daily
		Weekly
11	Clean and disinfect all study/work tables.	
12	Spot clean glass.	Daily
13	Rearrange all furniture into proper order.	Daily
14	Remove trash to dumpster.	Daily

Research Lab		Frequency
1	Empty and clean trash receptacles and replace liners	Daily
2	Clean and disinfect soap and paper towel dispensers and refill as needed.	Daily
3	Vacuum and/or sweep and wet mop all floors	Weekly
4	Remove trash to dumpster.	Daily

Classroom with tile/carpet		Frequency
1	Clean erasers.	As needed
2	Clean all chalkboards and write-on walls	Daily
3	Clean and disinfect all study/work tables.	Daily
4	Clean and disinfect soap and paper towel dispensers and refill as needed.	Daily
5	Empty and clean trash receptacles and replace liners.	Daily
6	Pick up any cans, paper, or loose debris and throw away.	Daily
7	Rearrange all furniture into proper order.	Daily
8	Remove trash to dumpster.	Daily
9	Empty recycling containers	Daily
10	Spot clean glass.	Daily
11	Vacuum and clean all chalk trays.	Daily
12	Vacuum and/or sweep and wet mop all floors.	Alternate Days
13	Spot clean all spills on carpet and/or tile and report any spots to your supervisor.	Weekly