

These are only guidelines and subject to adjustment at the discretion of the Building Services supervisory staff to accommodate the unique requirements of the buildings.

Entrances, Lobbies, and Hallways

Daily:

- Police entrance for snow, leaves, and litter, and remove.
- Empty waste receptacles, remove debris.
- Dust mop and wet mop tiled areas.
- Vacuum carpet areas and mats; remove gum and soil spots.
- Clean and disinfect drinking fountains.
- Clean entrance door glass.

Weekly:

- Clean glass partitions and interior door glass.
- Spot clean walls.
- Dust furniture and extinguishers.

Monthly:

- High dust vents and lights.

Periodically:

- Restore floor finish on non-carpeted floors.

Classrooms

Daily:

- Empty waste receptacles and replace liners as needed.
- Clean chalkboards/whiteboards and chalk trays.
- Vacuum traffic patterns on carpeted floors; remove gum and soil spots.
- Dust mop and wet mop tiled floors.
- Clean glass in doors and partitions.
- Empty pencil sharpeners.

Classrooms (cont'd)

Weekly:

- Dust furniture surfaces and damp clean table tops.
- Vacuum carpeted areas thoroughly.
- Clean door surfaces.

Monthly:

- High dust vents, and lights.

Periodically:

- Restore floor finish on non-carpeted floors.
- Clean window blinds.

Laboratories

Daily:

- Empty waste receptacles and replace liners as needed.
- Clean chalkboards/whiteboards and trays, replace chalk/whiteboard markers and erasers.
- Dust mop and wet mop floors.

Weekly:

- Clean doors, glass, and mirrors.
- Dust vertical surfaces and vents, if accessible.

Periodically:

- Restore floor finish on non-carpeted floors.

Computer Clusters and Copy Rooms

Daily:

- Empty waste receptacles and replaces liners as needed.
- Empty paper recycling receptacles
- Dust mop and wet mop tiled floors.
- Vacuum carpeted floors, remove gum and soil spots.

Weekly:

- Dust all horizontal furniture.
- Clean door surfaces.

Computer Clusters and Copy Rooms (cont'd)

Monthly:

- Dust window ledges and pipes.
- Thoroughly vacuum vents.

Periodically:

- Restore floor finish on non-carpeted floors.
- Clean window blinds.

Offices and Lounges

Daily:

- Empty waste receptacles and change liners.
- Empty under desk paper recycling receptacles
- Clean door surfaces, and glass in doors and partitions.
- Dust furniture tops and bookshelves, if accessible.
- As needed, vacuum and remove spots from carpeted floors, if accessible.

Weekly:

- Dust mop and wet mop tiled floors, if accessible.

Monthly:

- Dust window ledges, pipes, and vents.

Periodically:

- Clean window blinds.

Upon Vacancy:

- Restore floor finish on non-carpeted floors.

Conference Rooms

Daily:

- Empty waste receptacles and replace liners.
- Clean chalkboards/whiteboards and chalk trays.
- Vacuum traffic patterns on carpeted floors and remove gum and soil spots.
- Dust mop and wet mop tiled floors.

Conference Rooms (cont'd)

Weekly:

- Clean door surfaces, and glass in doors and partitions.
- Dust furniture surfaces and damp clean table tops, if accessible.
- Empty pencil sharpeners.
- Vacuum carpeted areas thoroughly.

Monthly:

- High dust vents and lights

Periodically:

- Restore floor finish on non-carpeted floors.
- Clean window blinds.

Restrooms and Locker Rooms

Daily:

- Empty waste receptacles and change liner as needed.
- Restock dispensers: soap, paper towel, toilet tissue and sanitary napkins.
- Clean mirrors; clean and disinfect urinals, toilets, and basins.
- Polish stainless steel and chrome surfaces.
- Spot wash walls, lockers, and partitions.
- Dust mop and wet mop floors with disinfectant solution.

Weekly:

- Power scrub locker room floors.
- Damp clean and polish partition thoroughly; remove graffiti.
- Clean doors and wall tile.

Monthly:

- Dust wall and ceiling vents.

Periodically:

- De-scale fixtures.
- Scrub floor with power floor scrubber.

Shower Stalls

Daily:

- Remove foreign matter and soap.
- Clean and disinfect floors.
- Disinfect shower walls.

Weekly:

- Power scrub shower floors.
- Clean handles, shower heads and other fixture hardware.
- Scrub and disinfect shower room walls. Remove scum from walls.
- High dust all overhead surfaces.

Swimming Pool & Deck Area

Daily:

- Empty waste receptacles and replace liners as needed.
- Mop all floors.
- Spot clean walls; remove graffiti.

Weekly:

- Power scrub deck.

As Needed:

- Vacuum pool bottom.

Stairwells

Weekly:

- Dust mop and wet mop.
- Dust hand rails, radiators, and windows ledges.
- High dust vents, lights, and pipes.

Elevators

Weekly or As Needed:

- Sweep and wet mop tiled floors.
- Vacuum carpeted floors; remove gum and soil spots.
- Polish stainless steel and spot clean walls and doors.

Periodically:

- Restore floor finish on non-carpeted floors.
- Vacuum door tracks and clean vents.
- Clean light fixtures and ceiling panels.

In All Areas

As Needed:

- Change burnt out light tubes and bulbs.