

Campus Custodial Cleaning Guidelines

(minimum service - usage drives more frequent service)

	Normal Daily Services	Weekly Services	Monthly Services	As Needed	Yearly	2 per Year	Stop
ENTRY WAYS AND BREEZE WAYS							
Sweep building entrances, remove dust tags, spider webs from walls, ceiling, corners	X	X	X				
Vacuum entry mats and wash as needed.	X			XX			
Clean entry glass doors and walls	XX	X					
Wash down floors, exterior stairs and landings.		X	X	X			
LOBBIES, CORRIDORS AND STAIRWELLS							
Clean drinking fountains.	XXX						
Sweep and spot mop main interior stairs and landings.	X	X	X				
Inspect all stairs	XXX						
Clean Auxillary Stairs	X	X		X			
Buff corridor floors using floor restorer with a high-speed or ultra high-speed floor machine.		X	X		X		
Apply a coat of floor finish.				X	X	X	
Buff hard surfaces (lobbies & corridors)		X	X	X			
Shampoo carpeted areas.				X	X	X	
RESTROOMS							
Complete a full-scale cleaning of restrooms. Disinfect wash basins, urinals, commodes, trash receptacle, and dispensers. Sweep & Mop floors.	XXX						
Damp wipe doors, walls & partitions. Clean mirrors and bright metal surfaces.	XXX						
Restock all dispensers, including sanitary napkins/tampon vending machines.	XXX						
Replenish paper and soap supplies.	XXX						
Spray clean walls, stalls, fixtures, and scrub restroom floors.				X	X	X	
LECTURE HALLS/ CLASSROOMS AND SMART CLASSROOMS							
Empty trash receptacles	X	X		X			
Empty Recycle Bins	X	X		X			
Arrange tablet arm chairs	X	X		X			
Wash Blackboards	X						XX
Vacuum Blackboard Chalk trays	X						XX
Cleaning/Vacuuming the High Tech Equipment	X						XX
Dust mop floors	X	X	X				
Wet Mop hard service floors	X	X		X			
Vacuum floors	X	X		X			
ALL ADDITIONAL AREAS (includes offices, conference rooms, labs and kitchen)							
Empty trash receptacles	X	X		X			
Empty Recycle Bins	X		X	X			
Sweep floors	X	X		X			
Vacuum carpets/floors	X		X	X			
Spot mop floors/spot clean carpet	X		X	X			
Remove graffiti				XXX			
Damp mop all hard surface floors	X	X		X			
Dust all interior surfaces below & above 6 feet and ceiling areas for cobwebs, etc.	X	X	X				
Wash interior windows as time permits (minimal 1x per year)	X			X	X		
ELEVATORS							
Vacuum all elevator tracks.	X	X			X		
Clean Elevators	X	X			X		
Black X = Current Cleaning							
Green X= Moderate Crunch							
Red X= Major Crunch							