

AUDITORIUM

CUSTODIAL FREQUENCY

Waste/Recycling collection	Daily
Dust flat surfaces	Daily
Sweep, dust mop floor (under seating)	Daily
Spot clean railings, walls and chairs	Daily
Clean waste/recycling containers	Weekly
Clean all tables	Weekly
Vacuum caret	Weekly
Damp mop floors	Weekly
High dust	Semi-annually
Restorative carpet care	Annually
Clean furniture arms and backs	Annually

CAFETERIAS

Waste/recycling collection	Daily
Dust mop flooring	Daily
Damp mop/Auto Scrub all flooring	Daily
Spot clean walls, doors	Daily
Reset and arrange furniture	Daily
Clean waste/recycling containers	Weekly
High dust	Semi-Annually
Refinish floors	Annually

Note: Food Services is responsible for cleaning tables

CLASSROOM and SEMINAR ROOMS

CUSTODIAL FREQUENCY

Waste/recycling collection	Daily
Damp mop floors	Twice weekly
Vacuum carpet	Daily
Dust flat surfaces	Daily
Clean blackboards and whiteboards	Daily
Clean desks	Daily
Replace chalk	When needed
Clean waste/recycling containers	Weekly
Clean windows and ledges	Weekly
Disinfect touch points	Weekly
High dust	Semi-annually
Refinish floors	Annually

OFFICE

Waste collection	Monthly
Clean waste/recycling containers	Monthly
Vacuum carpet/sweep and damp mop floor	Monthly
Disinfect touch points	Monthly
Dust flat surfaces	Monthly
Dust vents	Semi-annually
Restorative carpet/floor care	Annually
Clean interior windows	Semi-annually

ENTRANCEWAYS/FOYERS

Sweep, dust mop floors	Daily
Clean glass	Daily
Vacuum all mats	Daily
Waste/recycling collection	Daily
Disinfect touch points	Weekly
Clean waste/recycling containers	Weekly
Dust surfaces	Weekly
Refinish floors	Annually

GYMNASIUM

CUSTODIAL FREQUENCY

Waste/recycling collection	Daily
Sweep, dust mop floors	Daily
Remove scuff marks	Daily
Auto-scrub gym floor	Three times weekly
Clean ledges and doors	Weekly

CORRIDORS/HALLWAYS

Waste/recycling collection	Daily
Dust mop floors	Daily
Auto-scrub floors	Alternating days
Clean and disinfect water fountains	Daily
Vacuum caret and mats	Daily
Clean glass surface	Weekly
Clean waste/recycling containers	Weekly
Restorative carpet/floor care	Semi-annually
High dust	Semi-annually

MEETING ROOMS

Waste/recycling collection	Alternating days
Clean tabletops and furniture	Alternating days
Vacuum carpets	Alternating days
Disinfect touch points	Weekly
Dust surfaces	Weekly
Clean waste/recycling containers	Weekly
Restorative carpet care/floor refinishing	Annually

ELEVATORS

CUSTODIAL FREQUENCY

Sweep, dust mop floor	Daily
Damp mop floor	Daily
Spot clean walls and doors	Daily
Clean elevator tracks	Daily
Disinfect touch points	Daily

LABORATORY

Sweep, dust mop floors	Daily
Waste/recycling collection	Daily
Damp mop floors	Twice weekly
Disinfect touch points	Weekly
Spot clean walls and doors	Weekly
High dusting	Semi-annually
Refinish floors	Annually

WASHROOMS

Clean and disinfect sinks, toilet bowls and urinals	Daily
Clean mirrors	Daily
Empty/reline sanitary bags/waste receptacles	Daily
Replenish soap and toilet tissue	Daily
Sweep and wash floors	Daily
Clean partitions and doors	Daily
Clean trash containers	Daily
Remove graffiti	Daily
Disinfect touch points	Daily
Wash walls and high dusting	Weekly
Refinish floors	Annually

LOUNGE/KITCHEN

CUSTODIAL FREQUENCY

Wast/recycling collection	Daily
Vacuum carpet	Daily
Wash hard surface	Daily
Clean sinks	Daily
Spot clean walls and doors	Daily
Clean tables and chairs	Daily
Empty and clean organic containers	Daily
Clean counter tops	Daily
Clean appliance and cabinet fronts	Weekly
Dust surfaces	Weekly
Clean waste/recycling containers	Weekly

LIBRARY

Clean and disinfect water fountains	Daily
Waste/recycling containers	Daily
Vacuum floor and arrange furniture	Daily
Clean entrance door glass	Daily
Dust surfaces	Weekly
Clean waste/recycling containers	Weekly
Restorative carpet care on main floor	Weekly
High dusting	Semi-annually
Restorative carpet care on upper floors	Semi-annually
Clean light fixtures	Annually
Clean upholstery and furniture	Annually

STAIRWELLS

Damp mop stairs and landings	Weekly
Vacuum and sweep stairs	Weekly
Remove graffiti from the walls	Weekly
Dust surfaces	Weekly
Disinfect handrails	Weekly
High dust	Semi-annually

LECTURE HALLS

CUSTODIAL FREQUENCY

Clean lecture tables	Daily
Dust mop floor	Daily
Waste/recycling collection	Daily
Replace chalk	Daily
Clean blackboards and whiteboards	Daily
Clean desktops	Daily
Wet mop floors	Twice weekly
Dust surfaces	Weekly
Clean waste/recycling containers	Weekly
High dusting	Semi-annually

LOCKER ROOM/SHOWER ROOM

Waste/recycling collection	Daily
Clean all mirrors and glass	Daily
Disinfect all touch points	Daily
Clean all countertops	Daily
Clean/disinfect water fountains	Daily
Sweep and dust mop floors	Daily
Wet mop/auto scrub floors	Daily
Clean/disinfect showers	Daily
Remove debris from drains	Daily
Clean sauna	Daily
Clean waste/recycling containers	Weekly
High dusting	Semi-annually