

Academic Campus Cleaning Frequency (Standard) - as of 2/1/2023

| Task | Location | | | | | | |
|--|---|-------------------------------|----------------------------|----------------------------|----------------------|---|------------|
| | Building Entrances/ Hallways/ Lobbies/Elevators | Restrooms/ Locker rooms | Classrooms/ Auditoriums | Break rooms/ Lounges | Offices | Research Labs | Stairwells |
| Empty waste & replace liners | Daily (M - F) | Daily (M - F) | Daily (M - F) | Daily (M - F) | 1x Week ¹ | Daily (M - F) | 1x Week |
| Clean trash containers | Quarterly | Monthly | Monthly | Monthly | By request | By request | |
| Wipe/dust accessible surfaces & furniture | Daily (M - F) | Daily (M - F) | Daily (M - F) | Daily (M - F) | 1x Week | Desks & chairs only 1x Week | |
| Whiteboards/chalkboards | | | Daily (M - F) ² | | | | |
| Vacuum carpet & floormats | Daily (M - F) | Daily (M - F) | Daily (M - F) | Daily (M - F) | 1x Week | | 1x Week |
| Dust mop floors | Daily (M - F) | Daily (M - F) | Daily (M - F) | Daily (M - F) | 1x Week | Daily (M - F) | 1x Week |
| Spot wet mop floors | | | | | | Daily (M - F) | |
| Wash floors | Daily (M - F) | Daily (M - F) | Daily (M - F) | Daily (M - F) | 1x Week | 1x Week | 1x Week |
| Sinks & countertops | | Daily (M - F) | Daily (M - F) | Daily (M - F) | | By request & cleared by EHS | |
| Restock dispensers (paper towels, hand soap, wall mounted hand sanitizer, seat covers, toilet tissue) | Daily (M - F) | Daily (M - F) | | Daily (M - F) | | Paper towels delivered upon request | |
| Toilets/Urinals/Mirrors | | Daily (M - F) | | | | | |
| Drinking fountains | Daily (M - F) | | | | | | |
| Spot clean walls ³ | Daily (M - F) | Daily (M - F) | Daily (M - F) | Daily (M - F) | 1x Week | | 1x Week |
| High touch points | Daily (M - F) | Daily (M - F) | Daily (M - F) | Daily (M - F) | 1x Week | 1x Week | 1x Week |
| Clean glass on doors | Daily (M - F) ⁴ | | Daily (M - F) | Daily (M - F) | 1x Week | 1x Week | 1x Week |
| Dust vents ⁵ | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | |
| Carpet shampoo | Annually | Annually | Annually | Annually | By request | | |
| Scrub, strip and wax floors | Annually | Quarterly | Annually | Annually | By request | By request & cleared by EHS | |
| Façade window cleaning ⁶ | By request (Speedtype required) | | | | | | |

For Commencement, all project work requests must be submitted by March 31

- 1 Please do not place trash containers outside office/suite door; if trash requires emptying before scheduled day, empty into shared/common receptacle in hallway or breakroom
- 2 Only if previously erased
- 3 Includes glass within walls
- 4 Includes reachable entryway glass
- 5 Includes reachable supplies & returns
- 6 Interior & Exterior

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|------------------------------------|---------------------------------|---|
| Alternate Cleaning Coverage | Gund Law | Daily (M - F, all three shifts) |
| | Kelvin Smith Library | Daily (S - S, all three shifts, Fall & Spring Semesters only) |
| | Maltz Performing Arts Center | Daily (S - S, all three shifts) |
| | Nord Classrooms | Daily (S - Th, 3rd Shift) |
| | Schmitt | Daily (S - Th, 3rd Shift) |
| | Strosacker | Daily (S - Th, 3rd Shift) |
| | Thwing Center | Daily (M - F, 1st & 3rd Shift) |
| | Tinkham Veale University Center | Daily (S - S, all three shifts) |