

Academic Campus Cleaning Frequency (Standard) - as of 2.1.23

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 Week1	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 walls3	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 vents5	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 cleaning6	By request (Funding/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

Additional Cleaning Coverage	Tinkham Veale University Center	Daily (S - S, all three shifts)
	Maltz Performing Arts Center	Daily (S - S, all three shifts)
	Strosacker	Daily (S - Th, 3rd Shift)
	Schmitt	Daily (S - Th, 3rd Shift)
	Nord Classrooms	Daily (S - Th, 3rd Shift)