

**Academic Campus Cleaning Frequency (Standard)**

Updated 6.18.26

Task	Location								
	Building Entrances/ Hallways/ Lobbies/Elevators	Restrooms/ Locker rooms	Classrooms/ Auditoriums	Break rooms/ Lounges	Offices	Open areas Cubicles/ aisles	Research Labs	Clinic & Exam Areas	Stairwells
Empty waste & replace liners	Daily (M - F)	Daily (M - F)	Daily (M - F)	Daily (M - F)	1x Week <sup>1</sup>	Daily (M - F)	Daily (M - F)	Daily (M - F)	1x Week
Clean trash containers	Quarterly	Monthly	Monthly	Monthly	By request	Monthly	By request	Monthly	
Wipe/dust accessible surfaces & furniture	Daily (M - F)	Daily (M - F)	Daily (M - F)	Daily (M - F)	1x Week	Daily (M - F)	Desks & chairs only 1x week	Daily (M - F)	
Whiteboards/chalkboards			Daily (M - F) <sup>2</sup>						
Vacuum carpet & floormats	Daily (M - F)	Daily (M - F)	Daily (M - F)	Daily (M - F)	1x Week	Daily (M - F)		Daily (M - F)	1x Week
Dust mop floors	Daily (M - F)	Daily (M - F)	Daily (M - F)	Daily (M - F)	1x Week	Daily (M - F)	Daily (M - F)	Daily (M - F)	1x Week
Spot wet mop floors							Daily (M - F)	Daily (M - F)	
Wash floors	Daily (M - F)	Daily (M - F)	Daily (M - F)	Daily (M - F)	1x Week	Daily (M - F)	1x Week	Daily (M - F)	1x Week
Sinks & countertops		Daily (M - F)	Daily (M - F)	Daily (M - F)			By request & cleared by EHS	Daily (M - F)	
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)						Daily (M - F)	
Drinking fountains	Daily (M - F)							Daily (M - F)	
Spot clean walls	Daily (M - F)	Daily (M - F)	Daily (M - F)	Daily (M - F)	1x Week	Daily (M - F)		Daily (M - F)	1x Week
High touch points	Daily (M - F)	Daily (M - F)	Daily (M - F)	Daily (M - F)	1x Week	Daily (M - F)	1x Week	Daily (M - F)	1x Week
Clean glass on doors	Daily (M - F) <sup>3</sup>		Daily (M - F)	Daily (M - F)	1x Week	Daily (M - F)	1x Week	Daily (M - F)	1x Week
Dust vents <sup>4</sup>	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	
Carpet shampoo	Annually	Annually	Annually	Annually	By request	Annually		Annually	
Scrub, strip and wax floors	Annually	Quarterly	Annually	Annually	By request	Annually	By request & cleared by EHS	Annually	
Exterior window cleaning	Annually <sup>5</sup>								

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 reachable entryway glass
- 4 Includes reachable supplies & returns
- 5 Interior window cleaning by request (Speedtype required)

Exception Schedules	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)