

Classroom with tile/Carpet

	Description of Tasks	Frequency
1	Clean erasers and replenish chalk.	Alternate Days
2	Clean all chalkboards and write-on walls	Daily
3	Clean and disinfect all study/work tables.	Daily
4	Clean and disinfect sinks.	Daily
5	Clean and disinfect soap and paper towel dispensers and refill as needed.	Daily
6	Empty and clean trash receptacles and replace liners.	Daily
7	Empty pencil sharpeners	Daily
8	Inspect all areas.	Daily
9	Pick up any cans, paper, or loose debris and throw away.	Daily
10	Rearrange all furniture into proper order.	Daily
11	Remove trash to dumpster.	Daily
12	Spot clean glass.	Daily
13	Vacuum and clean all chalk trays.	Daily
14	Vacuum and/or sweep and wet mop all floors.	Alternate Days
15	Dust all surfaces such as doors, door frames, refrigerators, blinds, desks,	Weekly
16	Polish all bright metal.	Weekly
17	Remove all marks and foreign objects from hard surface floors.	Weekly
18	Spot clean all spills on carpet and/or tile and report any spots to your supervisor.	Weekly
19	Spot clean walls and doors.	Weekly
20	computers, furniture legs, and televisions.	

Lab

	Description of Tasks	Frequency
1	Pick up any cans, paper, or loose debris and throw away.	Daily
2	Empty and clean trash receptacles and replace liners.	Daily
3	Spot clean walls.	Daily
4	Clean and disinfect sinks.	Daily
5	Polish all bright metal.	Weekly
6	Clean all chalkboards and write-on walls	Daily
7	Vacuum and clean all chalk trays.	Daily
8	Clean erasers and replenish chalk.	Alternate Days
9	Clean and disinfect soap and paper towel dispensers and refill as needed.	Daily
10	Remove all marks and foreign objects from hard surface floors.	Daily
11	Vacuum and/or sweep and wet mop all floors.	Alternate Days
12	Spot clean all spills on carpet and report any spots to your supervisor.	Daily
13	Dust all surfaces such as doors, door frames, refrigerators, blinds, desks, computers, furniture legs, and televisions.	Weekly
14	Clean and disinfect all study/work tables.	Weekly
15	Spot clean glass.	Daily
16	Rearrange all furniture into proper order.	Daily
17	Remove trash to dumpster.	Daily
18	Inspect all areas.	Daily

Auditorium

	Description of Tasks	Frequency
1	Pick up any cans, paper, or loose debris and throw away.	Daily
2	Empty and clean trash receptacles and replace liners.	Daily

3	Spot clean walls.	Weekly
4	Clean and disinfect sinks.	Daily
5	Polish all bright metal.	Weekly
6	Clean all chalkboards and write-on walls	Daily
7	Vacuum and clean all chalk trays.	Daily
8	Clean erasers and replenish chalk.	Alternate Days
9	Clean and disinfect soap and paper towel dispensers and refill as needed.	Daily
10	Remove all marks and foreign objects from hard surface floors.	Weekly
11	Vacuum and/or sweep and wet mop all floors.	Alternate Days
12	Spot clean all spills on carpet and report any spots to your supervisor.	Daily
13	Dust all surfaces such as doors, door frames, refrigerators, blinds, desks, computers, furniture legs, and televisions.	Weekly
14	Clean and disinfect all study/work tables.	Daily
15	Spot clean glass.	Daily
16	Rearrange all furniture into proper order.	Daily
17	Remove trash to dumpster.	Daily
18	Inspect all areas.	Daily

Stairs

1	Pick up any cans, paper, or loose debris and throw away.	Daily
2	Sweep stairs and landings.	Daily
3	Vacuum all carpets and mats.	Daily
4	Spot mop any spills.	Daily
5	Spot clean all spills on carpets and report any non-removable spots to your supervisor.	Daily
6	Dust all safety reachable areas.	Daily
7	Spot clean walls.	Weekly
8	Spot clean glass.	Daily
9	Empty and clean trash receptacles and replace liners.	Daily
10	Take all trash to dumpster.	Daily
11	Inspect all areas.	Daily

Closet

1	Spot clean walls.	Weekly
2	Dust all ledges.	Weekly
3	Sweep and wet mop floor and machine scrub if necessary.	Weekly
4	Arrange all equipment and supplies in an orderly manner.	Daily
5	Inspect all areas.	Daily

Lounge

1	Pick up all debris and discard.	Daily
2	Remove all gum, unsightly marks, shoe scuffs, and food from the floor.	Daily
3	Clean and disinfect all tables, chairs, and countertops	Daily
4	Clean and disinfect drinking fountains.	Daily
5	Spot clean glass.	Daily
6	Spot clean walls.	Daily
7	Empty and clean trash receptacles and replace liners.	Daily
8	Sweep and/or dust mop and wet mop all hard surface floors.	Daily

9	Vacuum carpets.	Daily
10	Dust all surfaces including chair and table legs, ledges, and vents.	Alternate Days
11	Rearrange tables, chairs, and other furniture into proper order.	Daily
12	Take trash to dumpster.	Daily
13	Inspect all areas.	Daily

Offices

1	Empty common area trash cans and replace liners.	Daily
2	Empty recycling containers	Once Weekly
3	Vacuum all carpets and rugs	Once weekly
4	Vacuum corners and edges of carpets	Monthly
5	Sweep and wet mop all hard surface floors.	Once weekly
6	Dust all surfaces such as desktops, blinds, windowsills, shelves, ledges, cabinets, baseboards, vents, doors and door frames, furniture legs, wall hangings, etc.	Monthly
7	Spot clean all walls, doors, and partitions, paying particular attention to areas around light switches, doorknobs, door frames, and trash cans.	Monthly
8	Spot clean all glass doors	Daily
9	Spot clean all spills on carpets and report any non-removable stains to your supervisor.	Monthly
10	Take trash and recycling to the appropriate area.	Daily
11	Inspect all areas	Daily

Entryways

1	Sweep and/or vacuum all floors, carpeting, mats, and under the mats.	Daily
2	Wet mop hard surface floors.	Daily
3	Sweep outside of building 10 feet from the door, removing all debris.	Daily
4	Spot clean all entryway glass inside and out.	Daily
5	Dust all surfaces inside and out remove outside.	Daily
6	Spot clean all doors and window frames.	Daily
7	Spot clean walls.	Daily
8	Empty and clean all trash receptacles and replace liners.	Daily
9	Take trash to the dumpster.	Daily
10	Inspect all areas.	Daily

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Restrooms

1	Empty and clean trash receptacles and replace liners.	Daily + Porter
2	Empty and clean sanitary napkin receptacles and replace liners.	Daily + Porter
3	Dust all surfaces such as vents, tops of partitions, door frames, and wall fixtures.	Daily + Porter
4	Clean and polish roll towel, toilet paper, sanitary napkin, and soap dispensers and refill as needed.	Daily + Porter
5	Clean and disinfect all partitions, doors, and handles.	Daily + Porter
6	Clean mirrors.	Daily + Porter

7	Clean and polish all bright metal.	Daily + Porter
8	Clean and disinfect any cabinets, book racks or furniture.	Daily + Porter
9	Clean and disinfect sinks and countertops.	Daily + Porter
10	Clean and disinfect toilets and urinals, including inside and outside, plumbing, and seats.	Daily + Porter
11	Sweep and disinfect all floors by wet mopping, paying special attention to dirt buildup in corners, around bases of partitions, under toilets, around floor drains or any other places dirt may accumulate.	Daily + Porter
12	Pour water down floor drain to prevent sewer gas from escaping.	Daily + Porter
13	Remove all trash to dumpster.	Daily + Porter
14	Inspect all areas.	Daily + Porter

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Hallways

1	Remove Trash	Daily
2	Dust	Daily
3	Clean glass	Daily
4	Spot clean vertical surfaces	Daily
5	Spot clean carpeted surfaces	Daily
6	Dust mop hard floor/ vacuum carpeted floor	Daily
7	Damp mop hard floor	Daily
8	Inspect for quality control	Daily

Conference Room

1	Remove trash.	Daily
2	Dust.	Weekly
3	Clean glass.	Daily
4	Polish furniture.	Weekly
5	Vacuum or spot clean furniture.	Alternate Days
6	Spot clean hard surfaces.	Daily
7	Spot clean carpeted surfaces.	Daily
8	Dust mop hard floors/vacuum carpeted floors	Alternate Days
9	Damp mop hard floors.	Alternate Days
10	Put furniture back in place.	Daily
11	inspect for quality control.	Daily

Elevators

1	Dust.	Daily
2	Spot clean.	Daily
3	Dust mop hard floor/vacuum carpeted floor	Daily
4	Damp mop hard floor.	Daily

5	Clean elevator tracks.	Weekly
6	Polish any metal surfaces.	Daily
7	Inspect for quality control.	Daily

Public Areas

1	Empty and clean trash receptacles and replace liners.	Daily
2	Empty all recycling containers.	Daily
3	Vacuum all carpets and mats, paying particular attention to edges and corners.	Daily
4	Sweep and/or dust mop and wet mop all hard surface floors.	Daily
5	Clean circular steps.	
6	Clean and disinfect all drinking fountains.	Daily
7	Clean and disinfect all study carrels, tables, and work surfaces.	Daily
8	Vacuum chairs.	Weekly
9	Dust all surfaces including vents, blinds, light fixtures, railings, entry and exit gates, furniture, televisions, computers, electronic equipment, and circular stairs.	Daily
10	Spot clean walls.	Daily
11	Spot clean glass.	Daily
12	Rearrange all furniture to proper order.	Daily
13	Take trash and recycling to appropriate area.	Daily

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Locker Room

1	If necessary, post "Closed for Service" signs	Daily
2	Remove trash.	Daily
3	Restock dispensers	Daily
4	Dust.	As Needed
5	Clean glass and mirrors.	Daily
6	Spot clean walls and doors	Weekly
7	Clean sinks.	Daily
8	Clean showers. Clean and disinfect drains.	Daily
9	Clean toilets and urinals	Daily
10	Dust mop.	Daily
11	Damp mop.	Daily
12	Inspect for quality control.	Daily

Lunchroom

1	Remove trash	Daily
2	Dust.	Daily
3	Do spot cleaning.	Daily
4	Clean glass.	Daily
5	Clean sinks, counters.	Daily
6	Clean tables and chairs.	Daily

7	Dust mop hard floors/vacuum carpets	Daily
8	Damp mop hard floors.	Daily
9	Return furniture to position.	Daily
10	Quality control.	Daily

Library Commons

1	Empty and clean trash receptacles and replace liners.	Daily
2	Empty all recycling containers.	Daily
3	Vacuum all carpets and mats, paying particular attention to edges and corners.	Daily
4	Sweep and/or dust mop and wet mop all hard surface floors.	Daily
5	Clean and disinfect all drinking fountains.	Daily
6	Clean and disinfect all study carrels, tables, and work surfaces.	Daily
7	Vacuum chairs.	Weekly
8	Dust all surfaces including vents, blinds, light fixtures, railings, entry and exit gates, furniture, televisions, computers, electronic equipment, and circular stairs.	Weekly
9	Spot clean walls.	Weekly
10	Spot clean glass.	Daily
11	Rearrange all furniture to proper order.	Daily
12	Take trash and recycling to appropriate area.	Daily