

## **Cleaning Specifications and Frequencies**

### **Daily: Entrances, Common areas, Classrooms and Labs, and Offices**

- Vacuum mats at entrances (indoor and outdoor).
- Empty waste receptacles and disinfect.
- Dust window sills, ledges, and furniture tops, and unobstructed horizontal surfaces, and podiums.
- Dust mop hard surface floors.
- Sweep and pick up debris at entrances and up to 10 feet outside entrances.
- Vacuum and spot clean carpet. Spot mop hard surface floors; stairs and stair landings.
- Clean water fountains.
- Sweep/vacuum stairs, treads, remove spots and dust hand rails, as needed.
- Sweep/vacuum elevator floors; spot mop; and clean elevator walls and door plates.
- Erase and clean chalk boards, and LCS boards; and supply chalk and erasers; clean erasers.
- Spot clean glass in doors, partitions, and clean inside windows.
- Restock dispensers; clean and disinfect restrooms; clean graffiti.

### **Weekly: Common Areas, Classrooms, Labs, and Offices**

- Dust furniture, vertical and horizontal surfaces, wall vents, and ceiling vents, and trim.
- Clean metal trim (i.e. push or kick plates and panic bars on doors, etc.) with metal polish.
- Vacuum door tracks; vacuum or dust mop ceilings in elevators.

### **As needed, or On Request:**

- Mop hard surface floors. Scrub or strip and refinish hard surface floors.
- Clean carpet as needed.
- High and low dusting of vertical and horizontal surfaces. Dust furniture, window sills and ledges.
- Clean glass in doors, partitions, mirrors as high as the custodian can reach.
- Completely clean stairwells/landings, refinish stairs as needed.
- Complete cleaning of walls, doors, and furniture with furniture polish.
- Remove gum from seats in classrooms.