### TTU Cleaning Standards - Auxiliary

#### Trash/Recycling

- **Empty trash cans/single stream recycle**
  - Exteriors: Daily
  - Public Circulation: Daily
  - Restrooms, Locker Rooms: Daily
  - Libraries, Lounges, Clinics/Childcare: Daily
  - Classrooms, Auditoriums, Common Areas: Daily
  - Labs & Lab Serv. Areas: Daily
  - Conference Rooms: Daily
  - Kitchens, Break Rooms: Daily
  - Offices: Daily

#### General Cleaning

- **Straighten furniture**
  - Exteriors: Daily
  - Public Circulation: Daily
  - Restrooms, Locker Rooms: Daily
  - Libraries, Lounges, Clinics/Childcare: Daily
  - Classrooms, Auditoriums, Common Areas: Daily
  - Labs & Lab Serv. Areas: By Request
  - Conference Rooms: Daily
  - Kitchens, Break Rooms: Daily
  - Offices: Daily

- **Clean and/or disinfect doorknobs, lever handles, push plates, push bars, and pull handles**
  - Exteriors: Daily
  - Public Circulation: Daily
  - Restrooms, Locker Rooms: Daily
  - Libraries, Lounges, Clinics/Childcare: Daily
  - Classrooms, Auditoriums, Common Areas: Daily
  - Labs & Lab Serv. Areas: By Request
  - Conference Rooms: Daily
  - Kitchens, Break Rooms: Daily
  - Offices: Daily

- **Disinfect fixtures, mirrors, partitions, and floors**
  - Exteriors: Daily
  - Public Circulation: Daily
  - Restrooms, Locker Rooms: Daily
  - Libraries, Lounges, Clinics/Childcare: Daily
  - Classrooms, Auditoriums, Common Areas: Daily
  - Labs & Lab Serv. Areas: By Request
  - Conference Rooms: Daily
  - Kitchens, Break Rooms: Daily
  - Offices: Daily

- **Replenish consumable supplies**
  - Exteriors: Daily
  - Public Circulation: Daily
  - Restrooms, Locker Rooms: Daily
  - Libraries, Lounges, Clinics/Childcare: Daily
  - Classrooms, Auditoriums, Common Areas: Daily
  - Labs & Lab Serv. Areas: By Request
  - Conference Rooms: Daily
  - Kitchens, Break Rooms: Daily
  - Offices: Daily

- **Clean water fountains**
  - Exteriors: Daily
  - Public Circulation: Daily
  - Restrooms, Locker Rooms: Daily
  - Libraries, Lounges, Clinics/Childcare: Daily
  - Classrooms, Auditoriums, Common Areas: Daily
  - Labs & Lab Serv. Areas: By Request
  - Conference Rooms: Daily
  - Kitchens, Break Rooms: Daily
  - Offices: Daily

- **Clean chalkboards and white boards**
  - Exteriors: Daily
  - Public Circulation: Daily
  - Restrooms, Locker Rooms: Daily
  - Libraries, Lounges, Clinics/Childcare: Daily
  - Classrooms, Auditoriums, Common Areas: Daily
  - Labs & Lab Serv. Areas: By Request
  - Conference Rooms: Daily
  - Kitchens, Break Rooms: Daily
  - Offices: Daily

- **Clean entrance mats**
  - Exteriors: Daily
  - Public Circulation: Daily
  - Restrooms, Locker Rooms: Daily
  - Libraries, Lounges, Clinics/Childcare: Daily
  - Classrooms, Auditoriums, Common Areas: Daily
  - Labs & Lab Serv. Areas: By Request
  - Conference Rooms: Daily
  - Kitchens, Break Rooms: Daily
  - Offices: Daily

- **Clean floor care**
  - Exteriors: Daily
  - Public Circulation: Daily
  - Restrooms, Locker Rooms: Daily
  - Libraries, Lounges, Clinics/Childcare: Daily
  - Classrooms, Auditoriums, Common Areas: Daily
  - Labs & Lab Serv. Areas: By Request
  - Conference Rooms: Daily
  - Kitchens, Break Rooms: Daily
  - Offices: Daily

- **Spot clean wet wipe surfaces**
  - Exteriors: Daily
  - Public Circulation: Daily
  - Restrooms, Locker Rooms: Daily
  - Libraries, Lounges, Clinics/Childcare: Daily
  - Classrooms, Auditoriums, Common Areas: Daily
  - Labs & Lab Serv. Areas: By Request
  - Conference Rooms: Daily
  - Kitchens, Break Rooms: Daily
  - Offices: Daily

- **Dust all surfaces and vents**
  - Exteriors: Weekly
  - Public Circulation: Weekly
  - Restrooms, Locker Rooms: Weekly
  - Classrooms, Auditoriums, Common Areas: Weekly
  - Labs & Lab Serv. Areas: Weekly
  - Conference Rooms: Weekly
  - Kitchens, Break Rooms: Weekly
  - Offices: Weekly

- **Remove graffiti**
  - Exteriors: By Request
  - Public Circulation: By Request
  - Restrooms, Locker Rooms: By Request
  - Libraries, Lounges, Clinics/Childcare: By Request
  - Classrooms, Auditoriums, Common Areas: By Request
  - Labs & Lab Serv. Areas: By Request
  - Conference Rooms: By Request
  - Kitchens, Break Rooms: By Request
  - Offices: By Request

### Floor Care

- **Vacuum / Sweep**
  - Exteriors: Daily
  - Public Circulation: Daily
  - Restrooms, Locker Rooms: Daily
  - Libraries, Lounges, Clinics/Childcare: Daily
  - Classrooms, Auditoriums, Common Areas: Daily
  - Labs & Lab Serv. Areas: By Request
  - Conference Rooms: Daily
  - Kitchens, Break Rooms: Daily
  - Offices: Daily

- **Spot vacuum / sweep**
  - Exteriors: Weekly
  - Public Circulation: Weekly
  - Restrooms, Locker Rooms: Weekly
  - Classrooms, Auditoriums, Common Areas: Weekly
  - Labs & Lab Serv. Areas: Weekly
  - Conference Rooms: Weekly
  - Kitchens, Break Rooms: Weekly
  - Offices: Weekly

- **Sweep / Dust**
  - Exteriors: Daily
  - Public Circulation: Daily
  - Restrooms, Locker Rooms: Daily
  - Libraries, Lounges, Clinics/Childcare: Daily
  - Classrooms, Auditoriums, Common Areas: Daily
  - Labs & Lab Serv. Areas: By Request
  - Conference Rooms: Daily
  - Kitchens, Break Rooms: Daily
  - Offices: Daily

- **Detail vacuum / sweep**
  - Exteriors: Weekly
  - Public Circulation: Weekly
  - Restrooms, Locker Rooms: Weekly
  - Classrooms, Auditoriums, Common Areas: Weekly
  - Labs & Lab Serv. Areas: Weekly
  - Conference Rooms: Weekly
  - Kitchens, Break Rooms: Weekly
  - Offices: Weekly

- **Burnish (buff)**
  - Exteriors: By Request
  - Public Circulation: By Request
  - Restrooms, Locker Rooms: By Request
  - Libraries, Lounges, Clinics/Childcare: By Request
  - Classrooms, Auditoriums, Common Areas: By Request
  - Labs & Lab Serv. Areas: By Request
  - Conference Rooms: By Request
  - Kitchens, Break Rooms: By Request
  - Offices: By Request

- **Extract carpet**
  - Exteriors: Annually
  - Public Circulation: Annually
  - Restrooms, Locker Rooms: Annually
  - Libraries, Lounges, Clinics/Childcare: Annually
  - Classrooms, Auditoriums, Common Areas: Annually
  - Labs & Lab Serv. Areas: Annually
  - Conference Rooms: By Request
  - Kitchens, Break Rooms: By Request
  - Offices: By Request

- **Scrub / Strip / Refinish**
  - Exteriors: 2 x Year
  - Public Circulation: 2 x Year
  - Restrooms, Locker Rooms: 2 x Year
  - Libraries, Lounges, Clinics/Childcare: 2 x Year
  - Classrooms, Auditoriums, Common Areas: 2 x Year
  - Labs & Lab Serv. Areas: 2 x Year
  - Conference Rooms: 2 x Year
  - Kitchens, Break Rooms: 2 x Year
  - Offices: Annually