TTU Cleaning Standards - E&G

TASK	EXTERIOR ENTRANCES INDOOR	PUBLIC CIRCULATION	RESTROOMS, LOCKER ROOMS	LIBRARIES, LOUNGES, CLINICS,CHILDCARE	CLASSROOMS, AUDITORIUMS, COMMON AREAS	LABS & LAB SERV. AREAS,	CONFERENCE ROOMS	KITCHENS, BREAK RMS.	OFFICES
TRASH/RECYCLING									
Empty trash cans/single stream recycle		daily	daily	daily	daily	daily	daily	daily	daily - if set outside
GENERAL CLEANING									
Remove litter and debris	daily	daily	daily	daily	daily	by request	daily	daily	weekly
Straighten furniture		daily		daily	daily	by request	daily	daily	weekly
Clean entrance mats	daily	daily		daily	daily	by request			
Clean and/or disinfect doorknobs, lever handles, push plates, push bars, and pull handles	daily	daily	daily	daily	daily	by request	daily	daily	weekly
Disinfect fixtures, mirrors, partitions, and floors			daily						
Replenish consumable supplies			daily					daily	
Clean water fountains		daily		daily	daily				
Spot clean door and entrance glass	daily	daily		daily	daily	by request	daily	daily	weekly
Clean chalkboards and white boards					daily	by request	daily		
Replenish chalk					daily				
Spot clean wet wipe surfaces	daily	daily	daily	weekly	weekly	by request	weekly	weekly	weekly
Vacuum or damp wipe furniture		weekly	weekly	weekly	weekly	by request	weekly	weekly	weekly
Dust all surfaces and vents	weekly	weekly	weekly	weekly	weekly	by request	weekly	weekly	weekly
Remove graffiti	by request	by request	by request	by request	by request	by request	by request	by request	by request

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FLOOR CARE									
Spot Vacuum / Sweep		daily		daily	daily	by request	daily	daily	weekly
Detail Vacuum / Sweep		weekly		weekly	weekly	weekly	weekly	weekly	weekly
Spot mop	daily	daily		daily	daily		daily	daily	
Detail autoscrub or mop	daily	daily	daily	weekly	weekly	weekly	weekly	weekly	weekly
Burnish (buff)	by request	by request	by request	by request	by request	by request	by request	by request	by request
Spot clean carpet		weekly		weekly	weekly	by request	weekly	weekly	by request
Extract carpet		annually		annually	annually		annually	annually	by request
Scrub/Strip/Refinish		2 x year	2 x year	2 x year	2 x year	2 x year	2 x year	2 x year	annually