



Cleaning Schedule

Area Type	Task	Frequency
Building Exterior	Clean entrance	Daily
	Clean perimeter	Daily
Classrooms	Chalkboard/white board cleaning	Daily
	Recycling removal	Daily
	Trash removal	Daily
	Window cleaning	Annually
	Mopping	Daily
	Recycling removal	Daily
	Trash removal	Daily
Corridors	Buffing	Weekly
	Wall washing	Monthly
	Strip/wax/polish floors	Annually
	Recycling removal	Daily
	Trash removal	Daily
Labs; research	Mopping	As requested
	Strip/wax/polish floors	As requested
	Recycling removal	Daily
	Trash removal	Daily
Labs; teaching	Mopping	Weekly
	Strip/wax/polish floors	Annually
	Mopping	Daily
	Trash removal	Daily
	Vacuum entrance matting	Daily
	Wall washing	Monthly
	Strip/wax/polish floors	Semi-annually
Lobby	Glass cleaning	Quarterly
	Recycling removal	Daily
	Trash removal	Daily
Offices	Dusting	Weekly
	Vacuuming	Weekly
	Polishing furniture (wood)	Monthly
	Shampoo carpet	Annually
	Strip/wax/polish floors	Annually
	Window cleaning	Annually
Restrooms	Clean automatic hand dryer	Daily
	Clean toilets, sinks	Daily
	Sweep floor	Daily
	Check plumbing for leaks	Daily
	Mop floor	Weekly
	Fill soap dispensers	As needed
	Replace hand towels	As needed
	Replace toilet paper	As needed
Seminar Rooms	Recycling removal	Daily

	Trash removal	Daily
	Vacuuming	Weekly
	Shampoo carpet	Annually