

Custodial Services Matrix
Policy 2.3, Appendix C

CUSTODIAL SERVICE	OFFICE AREAS	CLASSROOMS, AUDITORIUMS, CONF. ROOMS, TEACHING LABS
Police and pick-up trash	daily	
Empty trash containers	daily	daily
Wash trash and recycling containers	2/year	2/year
Spot sweep or vacuum floors	daily	
Thoroughly sweep or vacuum floors	daily	daily
Spot mop floors	daily	daily
Thoroughly mop floors	weekly	weekly
Burnish or spray buff floors	monthly	2/month
Scrub and recoat floors	2/year	2/year
Strip and refinish floors	yearly	yearly
Spot clean carpeting	as needed	as needed
Thoroughly clean carpeting	yearly	2/year
Dust furnishings and accessible surfaces	2/month	2/month
Dust doors, baseboards, and ledges	2/month	2/month
Dust blinds	2/year	2/year
Clean washbowl and mirrors	daily	-
Spot clean walls	weekly	weekly
Clean door glass	-	daily
Clean vents	monthly	monthly
Rearrange furnishings	-	as required
Spot clean furnishings	-	monthly
Wash desks	-	4/year
Wash interior glass	monthly	monthly
Wash exterior glass	yearly	yearly
Wash light fixtures	yearly	yearly
Empty pencil sharpeners		daily
Clean chalkboards, white boards, trays & erasers	weekly	daily
Wash chalkboards and trays	-	daily