Building Services maintains space in E&G buildings at Level 3 (as defined by APPA, the Association of Physical Plant Administrators), with restroom areas maintained at Level 2.

Each room type is assigned a set of Frequencies and Procedures for custodial care, designed to address individual needs of each area. Specific tasks are detailed and performed according to the schedule below.

Please scroll down (or click on any of the room types in the Table of Contents) to see the cleaning schedule, and a list of tasks performed, for individual areas.
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Level 3

Classroom

Daily

- Clean Chalkboards and trays
- Clean Erasers
- Empty Waste Containers
- Empty Pencil Sharpeners

Alternating Days

- Sweep Floors
- Dust Mop Floors
- Vacuum Carpet
- Straighten Furniture

Weekly

- Dust Flat Surfaces

Monthly

- Spot Clean Walls and Doors
- Damp-mop Floors
- Spot Clean Carpet

Quarterly

- Spray-buff / Burnish floors
- Perform Interim Carpet Care

Semiannually

- Clean Trash Containers
- Dust Vents

Annually

- Dust Blinds
- Project Clean Furniture and Seating
- Strip / Refinish Floors
- Clean Windows
• Project Clean Light Fixtures
• Perform Restorative Carpet Care
Level 3

**Offices**

**Daily**

- Empty Waste Containers
- Sweep / Dust Mop
- Vacuum Carpet – Traffic Areas if needed

- Dust Furniture and Flat Surfaces
- Damp Mop Floors
- Spot Clean Walls, Partitions, and Doors

**Alternating Days**

- Dust Furniture and Flat Surfaces

**Weekly**

- Spot Clean Walls, Partitions, and Doors
- Vacuum Carpet

**Monthly**

- Clean Telephones
- Spot Clean Carpets

**Quarterly**

- Clean Trash Containers
- Dust Vents
- Perform Interim Carpet Care
- Spray Buff-burnish Floors

**Semiannually**

- Clean Windows
- Dust Blinds
- Project Clean Furniture

**Annually**

- Perform Restorative Carpet Care
• Project Clean Light Fixtures
• Strip / Refinish Floors
Level 3

Restrooms (Level 2)

Daily

- Clean Mirrors
- Clean Wash Bowls
- Clean / Disinfect Toilets
- Clean / Disinfect Urinals
- Empty Waste Containers
- Restock Soap, Toilet Paper, Air Freshener, Paper Towels
- Sweep / Dust mop

Weekly

- Clean Partitions and Doors
- Dust Open, Flat Surfaces
- Spot Clean Walls and Doors
- Wet Mop and Scrub Floors

Monthly

- Clean Trash Containers
- Dust Vents

Semiannually

- Project Clean Light Fixtures
Level 3

**Entranceways**

**Daily**
- Damp Mop Floors
- Sweep / Dust Mop Floors

**Alternating Days**
- Clean / Roll-up Walk-off Mats

**Weekly**
- Dust Flat Surfaces
- Clean Doors and Windows

**Monthly**
- Spot Clean Walls and Entrance Doors
- Spray-buff / Burnish Floors
- Sweep Outside Ramp and Landing

**Quarterly**
- Perform Interim Floor Care
- Strip and Refinish Floors

**Annually**
- Project Clean Light Fixtures
- Project Clean Walk-off Mats
Public Circulation Area (Hallways)

Daily

• Clean Telephones
• Clean Water Fountains
• Empty Waste Containers
• Sweep / Dust Mop Floors

Weekly

• Vacuum Carpet
• Straighten Furniture
• Spot Clean Carpets

Monthly

• Auto-Scrub Floors
• Dust Flat Surfaces
• Spot Clean Walls and Doors
• Spray-buff / Burnish Floors

Quarterly

• Clean Trash Containers
• Dust Vents
• Perform Interim Floor Care
• Perform Interim Carpet Care

Semiannually

• Project Clean Light Fixtures

Annually

• Strip and Refinish Floors
• Perform Restorative Carpet Care
Level 3

**Locker Room / Changing Room (Level 2)**

**Daily**

- Clean Lockers
- Clean Benches
- Clean Water Fountains
- Empty Waste Containers
- Spot Clean Walls and Doors
- Sweep / Dust Mop Floors
- Wet-mop / Auto Scrub Floors

**Weekly**

- Clean Trash Containers

**Monthly**

- Dust Vents

**Annually**

- Project Clean Light Fixtures
- Strip and Refinish Floors

Level 3

**Shower Room (Level 2)**

**Daily**

- Clean Drains
- Clean / Disinfect Shower Room
Level 3

Research Laboratory

Daily
- Clean Lab Sinks
- Clean Telephones
- Empty Waste Containers

Alternating Days
- Sweep / Dust Mop Floors

Weekly
- Damp Mop Floors

Monthly
- Spray-buff / Burnish Floors

Quarterly
- Clean Trash Containers
- Dust Furniture and Flat Surfaces
- Dust Vents
- Perform Interim Floor Care
- Spot Clean Walls and Doors

Semiannually
- Project Clean Furniture

Annually
- Project Clean Light Fixtures
- Strip and Refinish Floors
Level 3

Stairwell

Daily

Alternating Days

- Sweep / Dust Mop Stairs and Landings

Weekly

- Damp Mop Stairs and Landings

Monthly

Quarterly

- Dust Flat Surfaces
- Spot Clean Walls and Doors
- Perform Interim Floor Care

Annually

- Clean Windows
- Project Clean Light Fixtures
- Strip / Refinish Floors

Level 3

Storeroom

Quarterly

- Damp Mop Floors
- Sweep, Dust Mop Floors
Semiannually

- Clean Entrance Door
- Dust Vents

Annually

- Strip / Refinish Floors
Level 3

Utility Room / Break Room / Faculty Lounge / Vending Area

Daily

- Empty Waste Containers
- Clean Sink
- Clean Water Fountains
- Clean Telephones

Alternating Days

- Sweep, Dust Mop Floor
- Straighten Furniture
- Damp Mop Floor

Weekly

- Dust Furniture and Flat Surfaces

Monthly

- Spray-buff / Burnish Floors
- Spot Clean Walls, Door and Vending Machines

Quarterly

- Dust Vents
- Clean Trash Containers
- Auto Scrub Floors

Semiannually

- Project Clean Table and Chairs
- Interim Floor Care

Annually

- Clean Windows
- Project Clean All Light Fixtures
- Strip / Refinish Floors
Level 3

Library

Daily

- Empty Waste Containers
- Sweep, Dust Mop Floors
- Empty Pencil Sharpeners
- Clean Water Fountains

Alternating Days

Weekly

- Vacuum Carpet
- Straighten Furniture

Monthly

- Damp Mop Floors
- Spot Clean Carpet
- Spot Clean Walls
- Dust Flat Surfaces

Quarterly

- Clean Trash Containers
- Project Clean Upholstered Furniture
- Interim Carpet Care
- Spray-buff / Burnish Floors
- Dust Vents
- Strip / Refinish Floors

Semiannually

- Clean Windows

Annually

- Project Clean Light Fixtures
- Strip / Refinish Floors
- Restorative Carpet Care
Level 3

**Auditorium Seating and Foyer**

**Daily**

**Alternating Days**

- Sweep, Dust Mop Under Seating
- Damp Mop Floor Under Seating

**Weekly**

- Vacuum Carpet

**Monthly**

- Dust Furniture Arms and Backs
- Spot Clean Walls and Doors
- Spot Clean Carpet

**Annually**

- Restorative Carpet Care
- Strip / Refinish Floor Under Seating
- Project Clean Upholstered Seats

Level 3

**Auditorium Stage and Wings**

**Weekly**

- Sweep, Dust Mop Floor
- Damp Mop Floor
Annually

- Strip / Refinish Floor