OFFICES/LOUNGES, GENERAL CLEANING

DAILY ROUTINE:
1) Empty trash three times per week; change liner if necessary; Empty recycling twice per week
2) >Hard floors: dust mop traffic lanes and knee holes of desks.
   >Carpeted: HOKY visible litter.

WEEKLY COMPLETE:
1) Empty trash three times per week; change liner if necessary; Empty recycling twice per week
2) Dust all horizontal surfaces approximately six feet or below; (Custodial will not dust computers, keyboards, phones, or cluttered areas where there is a potential for something to be damaged); Whisk all upholstery.
3) Hard floors: dust mop completely; damp mop floor.
4) Spot clean desks, walls, light switches, file cabinets, etc.
5) Carpet: vacuum completely.

POLICING/TRIAD:
1) Empty trash three times per week; change liner if necessary; Empty recycling twice per week
2) Police heavy litter and spills on furniture and floors.

CLASSROOMS

DAILY ROUTINE:
1) Empty trash, police large litter with basket.
2) Erase chalkboard; wipe chalk tray with treated paper, replace small chalk. Brush out erasers into cart with damp pot brush. Clean board with chalkbuster.
3) Remove visible dust, soil or spills on main desk.
4) *Hard floors*: dust mop floor completely, remove spills; straighten chairs.  
   *Carpets*: remove visible litter with carpet sweeper; straighten chairs.

**WEEKLY COMPLETE:**
1) Empty trash, police large litter with basket.
2) Erase chalkboard; wipe chalk tray with treated paper, replace small chalk. Brush out erasers into cart with damp pot brush. Clean board with chalkbuster.
3) Dust all horizontal surfaces approximately six feet or below; includes desks, ledges, chalkboard, etc. Straighten chairs; whisk any upholstery.
4) *Hard floors*: dust mop completely; damp mop floor.
5) Spot clean desks, walls, light switches, etc.
6) *Carpet*: vacuum completely.

**POLICING/ TRIAD:**
1) Empty trash.
2) Police heavy litter and spills on furniture and floors.
3) Erase chalkboard; clean board with chalkbuster.
4) Straighten chairs.

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**RESEARCH LABS**

**DAILY ROUTINE:**
1) Empty trash three times per week; change liner if necessary; Empty recycling twice per week
2) Dust mop floor completely and spot mop spills.

**WEEKLY COMPLETE:**
1) Empty trash three times per week; change liner if necessary; Empty recycling twice per week
2) Dust all **accessible** horizontal surfaces approximately six feet or below; includes desks, ledges, chalkboard, etc.; whisk any upholstery. *Do not touch working lab surfaces or equipment of any kind. When in doubt, leave it alone.*
3) Dust mop floor completely, then damp mop.
4) Spot clean walls, light switches, etc.
**Policing/Triad:**
1) Empty trash three times per week; change liner if necessary; Empty recycling twice per week
2) Police heavy litter and spills on floors.

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**Washrooms**

**Daily Routine:**
1) Police floor with lobby pan and broom. Check dispensers; fill where needed. Put on gloves.
2) Damp wipe visible dust and spot clean ledges, dispensers, walls, stalls, doors, trash receptacles, etc. Disinfect wherever hands are placed. Flush commodes and urinals as you pass; spray chrome with disinfectant.
3) Clean/disinfect all bowls, tops, & sides of sinks, urinals, and commodes. Dry chrome to prevent spotting. Clean mirrors with water and paper towel, using glass cleaner only when necessary. Flush after cleaning.
4) Damp mop the floor (one step).

**Weekly Complete:**
1) Police floor with lobby pan and broom. Check dispensers; fill where needed. Put on gloves.
2) Damp wipe and spot clean all ledges, dispensers, walls, stalls, doors, trash receptacles, etc., at eye level (6 ft.) or below. Disinfect wherever hands are placed. Flush commodes and urinals as you pass; spray chrome with disinfectant.
3) Clean/disinfect all surfaces - tops, sides & underneath - of sinks, urinals, commodes, all attached hardware and fixtures. Dry chrome to prevent spotting. Clean mirrors with water and paper towel, using glass cleaner only when necessary. Flush after cleaning.
4) Wet mop the floor (lay down heavy solution, then pick it up: two steps).

**Policing/Triad:**
1) Police litter; check and fill dispensers. Put on gloves.
2) Clean/Disinfect bowls, tops, and sides of fixtures.
3) Spot mop spillage/soil film.

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**LOBBIES & CORRIDORS**

**DAILY ROUTINE:**
1) Empty trash; change liner if necessary.
2) *Hard floors:* dust mop floor completely, remove spills.  
   *Carpeted:* HOKY visible litter, vacuum where necessary.

**WEEKLY COMPLETE:**
1) Sweep or vacuum stairs; remove spills, gum or other incrustations.
2) Dust all horizontal surfaces approximately six feet or below; includes furniture, ledges, pictures, etc. Whisk all upholstery.
3) *Hard floors:* dust mop completely; damp mop floor.
4) Spot clean walls, doors, glass, light switches, cabinets, etc.
5) *Carpet:* vacuum completely.

**POLICING/TRIAD:**
1) Empty trash.
2) Police litter with lobby pan & broom.

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**ENTRANCES**

**DAILY ROUTINE:**
1) Empty trash; change liner if necessary.
2) *Hard floors:* dust mop floor completely, remove spills, damp mop when necessary.  
   *Carpeted:* Vacuum completely, remove spills and spots daily.
3) Clean entry doors and glass daily. Spot clean walls, light switches, ledges, etc. Dust as needed – at least weekly.
4) Sweep or police exterior areas as appropriate.

**POLICING/TRIAD:**
1) Empty trash.
2) Police litter with lobby pan & broom.

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STAIRWELLS

DAILY ROUTINE:
1) Sweep or vacuum stairs, remove spills, gum or other incrustations.

WEEKLY COMPLETE:
1) Sweep or vacuum stairs; remove spills, gum or other incrustations.
2) Dust all horizontal surfaces within reach; includes ledges, railings, etc.
   Check vertical surfaces such as spindles for dust, remove wherever found. Check window frames and corners for cobwebs.
3) Spot clean railings, walls, light switches, etc.
4) Hard floors: damp mop steps, risers and landings.

POLICING/ TRIAD:
1) Police litter and dust bunnies with lobby pan and broom.

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POINTS OF INTEREST

• Trash is scheduled to be emptied on Monday, Wednesday and Friday; Recycling is scheduled to be emptied on Tuesday and Thursday. Card board needs to be broken down before removal.

• Trash/Recycling removal may be interrupted in cases of high absenteeism

• Custodial staff is responsible for snow shoveling of entryways out approximately 15 feet. Regular custodial services will be interrupted during snow events.