STANDARD CLEANING SPECIFICATIONS

**Lobby and building exterior areas**
- Empty all waste/recycling/composting receptacles **Daily**
- Dust all horizontal surfaces **Daily**
- Dust all furniture, fixtures, equipment and accessories **Daily**
- Relocate exterior furniture from inside the building to the outside lobby (beach) each morning **Daily**
- Relocate exterior furniture from the outside lobby (beach) to inside the building for safe keeping each evening **Daily**
- Clean and polish all drinking fountains **Daily**
- Dust wipe all telephones including ear and mouthpiece **Daily**
- Vacuum walk-off mats **Daily**
- Fully vacuum all carpets from wall to wall **Daily**
- Dust mop all hard surface floors with treated dust mop **Daily**
- Clean all glazing to removing fingerprints, smudges and stains **Three times daily**
- Machine scrub hard surface floors with a low speed scrubber **Monthly**
- Dry buff hard surface floors using hi speed burnisher **Monthly**
- Dust all low reach areas **Weekly**
- Spot clean all horizontal and vertical surfaces removing fingerprints, smudges and stains **Weekly**
- Machine scrub hard surface floor and apply one coat of polish **Monthly**
- Hot water extract carpeting **Monthly**
- Strip hard surface floor and re-coat with three coats of floor polish **Semi-Annually**

**Academic/faculty/Staff and Common Areas**
- Vacuum carpeted floors **Daily**
- Spot clean carpet **Daily**
- Empty all waste/recycling/composting containers **Daily**
- Clean waste/recycling/composting receptacle lid covers and container **Daily**
- Remove trash and recyclable paper to designated area **Daily**
- Dust and spot clean all furniture, fixtures, equipment and accessories **Daily**
- Spot clean all horizontal and vertical surfaces removing fingerprints, smudges and stains **Daily**
- Spot clean all partition glass **Daily**
- Dust high and low areas (e.g., pictures, clocks, partition tops, etc.) **Weekly**
- Shampoo/extract entire office carpets **Annually**
- Shampoo/extract all classrooms carpets **Semi-Annually**
- Strip hard surface floor and re-coat with three coats of floor polish **Semi Annually**
- Damp wipe furniture and lint brush fabric furniture **Quarterly**
- Dust all venetian blinds **Quarterly**
- Clean interior of all window glazing **Annually**
- Clean and oil all wood doors, on both sides, and wipe away excess oil **Annually**
Tile Floors

Dust mop and spot mop
Daily
Damp mop entire area
Daily
Spray buff floors
Monthly
Machine scrub and apply two coats of floor finish
Quarterly
Strip and refinish floors
Semi-Annually

Office Areas

Vacuum carpeted floors wall to wall - spot clean and edge.
All plush carpet to be pattern vacuumed
Daily
Empty all waste/recycling/composting containers
Daily
Remove trash and recyclable paper to designated area
Daily
Dust and spot clean all furniture, fixtures, equipment and accessories
Daily
Dust high and low areas (e.g., pictures, clocks, partition tops, etc.)
Weekly
Spot clean all horizontal and vertical surfaces removing fingerprints, smudges and stains
Daily
Spot clean all partition glass
Daily
Damp wipe furniture and lint brush fabric furniture
Weekly
Polish all wood furniture and conference tables using approved polish
Weekly
Dust all venetian blinds
Monthly
Clean and oil all wood doors, on both sides, and wipe away excess oil
Monthly
Shampoo/extract all carpeted area
Semi-Annually

Executive Area Tile Floors

Dust mop and spot mop
Daily
Damp mop entire area
Weekly
Spray buff floors
Monthly
Machine scrub and apply two coats of floor finish
Monthly
Strip and refinish floors
Annually

Restrooms

Sweep and damp mop floors using a germicidal cleaner
Daily
Refill all dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions,
Three times Daily
Wash all restroom partitions on both sides
Daily
Machine scrub all restroom floors using germicidal detergent
Weekly
Dust and clean all return air vents
Weekly
Wash walls
Weekly
Elevator Cars
Clean and polish elevator bright work
Detail clean threshold plates removing all visible soil
Completely clean and vacuum carpeted elevator
Dust ceiling light lenses
Hot water extract carpeting

Break/Lunch Rooms/Dining areas
Empty all waste receptacles and remove trash to designated area
Clean waste/recycling receptacle lid covers and container
Clean and wipe sinks and counters
Vacuum carpeted floors, spot clean and edge
Dust mop all hard surface floors with treated dust mop
Damp mop entire area
Clean all public microwaves in 198, 200 and 100 McAllister locations
Spray buff hard surface floors
Dust high and low areas (pictures, clocks, partition tops, etc.)
Damp wipe all chairs
Machine scrub hard surface floors, apply one coat of finish, let dry, then buff
Dust all venetian blinds
Strip hard surface floor and re-coat with three coats of floor finish

Computer Rooms/Raised tile hard surface
Empty all waste receptacles and remove trash to designated area
Dust mop all hard surface floors with electrostatic dust mop
Dust all horizontal surfaces without moving items or altering equipment
Wall-to-wall vacuum all carpeted areas
Mop all stains and spills.
Damp mop entire area, as applicable.
Place furniture in correct position, turn off lights and secure door.
Spot clean all walls, light switches, doors, etc.
Spot clean all walls, light switches, doors, etc.
Dust high and low areas (e.g., pictures, clocks, partition tops, etc.)
Remove all marks from raised floor tiles
Dry buff all hard surface floors using a standard floor machine.
Dust HVAC louvers.
Dust ceiling light lenses.
Freight Elevators
Damp mop elevator and all freight port
Clean and polish elevator bright work
Spot clean all horizontal and vertical surfaces, removing fingerprints, smudges and stains
Wipe all elevator cab walls to remove dust, visible soil and stains
Spot clean all metal elevator doors and threshold plates
Spray buff floors
Machine scrub and apply two coats of floor finish

Weekly
Annually

Stairwells
Pick up all litter
Dust mop stairs, dust railings, ledges and spot clean
Damp mop stairs, dust railings, ledges and spot clean
Dust all pipes, lights, and signage

Daily
Weekly
Annually

Entrances
Empty and damp wipe all waste/recycling/composting receptacles
Dust all horizontal surfaces
Dust all furniture, fixtures, equipment and accessories
Vacuum walk-off mats
Dust mop all hard surface floors with treated dust mop
Spot mop entire area
Clean and polish bright metal work
Clean both sides of glass doors
Wipe clean metal framing including panic hardware and handles
Clean security counters including floor space behind counter
Detail clean threshold plates removing all visible soil

Daily
Daily
Daily
Daily
Daily
Daily
Daily
Daily
Daily
Daily
Weekly

Loading dock
Police area and remove litter
Broom sweep/wash
Wash area
Machine scrub using an automatic floor scrubber
Pressure wash area including walls and trash compactors

Daily
Daily
Daily
Monthly
Quarterly

Exterior Entrances and Walks
Police area and remove all litter, cigarette butts, etc.
Sweep walkways, curbs, and plaza
Wash sidewalks, curbs and plaza
Exterior of all building is to be steam power washed

Daily
Daily
Daily
Monthly
Event setup
Perform necessary furniture setup for all events in the college. Daily
Perform necessary cleaning before and after events to maintain clean standards similar to common areas Daily
Machine scrub and apply two coats of floor finish on tiles surfaces Quarterly
Shampoo/extract carpets Quarterly

Janitor Closets
Clean and arrange all equipment in janitor closet each night Daily
Empty vacuum cleaner bags, check belts; sweep and spot mop floor Daily

Building exterior and sidewalks
Clean sidewalk/beach and building exteriors using a leaf blower Daily
Remove all trash Daily
Remove waste and clean surfaces Daily
Exterior of all buildings is to be steam power washed Monthly

Special Notes
1. The above schedules are to serve as the minimum required frequency of service. Actual operations might necessitate additional services to maintain the Building Cleaning Standards.
2. Perform other custodian/day porter related services as directed by the building and facilities manager.