

CUSTODIAL SERVICE LEVELS

Task	Frequency	Task	Frequency
OFFICES		RESTROOMS	
Empty Waste Containers	D	Empty Waster Container	D/TD
Sweep, dust-mop floors	AD	Clean Disinfect Toilet's & Urinals	D
Dust Furniture and Flat Surfaces	M	Clean Mirriors	D
Damp-mop Floors	M	Clean partitions and doors	W
Spot-Clean walls, partitions and doors	M	Restock Soap and Paper Products	D
Vacuum Carpets	W	Sweep, Dust-mop/Damp mop floors	D
HALLWAYS AND CORRIDORS		Wet and Scrub Floors	M
Empty Waste Containers	D	Dust Vents	M
Sweep, Dust Mop Floors	D	STAFF BREAKROOMS	
Dust Flat Surfaces	W	Empty Waster Container	D
Clean Water Fountain	D	Sweep, Dust-mop floors	D
Auto-Scrub Floors	W	Damp-mop floors	AD
CLASSROOMS		Wipe table and seating	D
Empty Waste Containers	D/TD	Clean Kitchen Sink	AD
Sweep, dust-mop floors	AD	GYMNASIUM	
Damp-mop Floors	W	Sweep, dust-mop floors	D
Clean Whiteboards	D	Spot Mop Floors as needed	AD
Spot-Clean walls, partinions and doors	M	Auto-Scrub Floors	W
Dust Flat Surfaces	M	Clean Water Fountains	D
Empty Pencil Sharpener	W	Dust Flat Surfaces & Bleachers	SA
LOCKER ROOM AND SHOWERS		Frequency Codes	
Clean/Disinfect Shower room	D	Twice Daily	TD
Clean Drains	D	Daily	D
Sweep, dust-mop floors	D	Alternate Days	AD
Empty Waste Containers	D	Weekly	W
Clean Water Fountain	D	Monthly	M
Dust Flat Surfaces	W	Semi-Anually	SA
Wet-mop/autoscrub floors	AD		
<i>Note: The listed service intervals should be considered targeted guidelines and not absolutes. Tasks may vary depending on the current condition of space, response to unforeseen circumstances, emergencies and other unscheduled service requests.</i>			