

Custodial Services Routine Cleaning Summary

Entrance, Lobby, Halls		
Frequency	Service	Details
Daily	Clean Floors & Entry Glass, Empty Bins	Vacuum/dust mop and/or wet mop; Empty centralized recycling/trash bins, as needed; Clean entrance doors & glass below 8ft
Weekly	Clean Surfaces & Disinfect Touchpoints	Clean & disinfect touchpoints: handrails, doors & light switches
Monthly	Dust	HVAC vents, lighting fixtures, door frames, windows & baseboards
Restrooms & Water Fountains		
Frequency	Service	Details
Daily	Disinfect Surfaces & Fixtures; Restock Supplies	Disinfect water fountains, sinks, toilets, showers, counters, partitions; Wet mop to disinfect floors; Restock supplies and dispensers; Empty bins; Clean mirrors and other surfaces, as needed
Stairwells & Elevators		
Frequency	Service	Details
2x Weekly	Clean Floors, Surfaces & Disinfect Touchpoints	Clean and disinfect touchpoints: handrails, doors, light switches & buttons; Vacuum/dust mop and/or wet mop
Monthly	Dust	HVAC vents, lighting fixtures, door frames, windows & baseboards
Instruction Spaces: Classrooms, Auditoriums and Research Dry Laboratories		
Frequency	Service	Details
3x Weekly	Visual Inspection, Clean Surfaces & Disinfect Touchpoints	Visually inspect for debris and cleanliness; Wipe boards and trays; Disinfect tabletops, chairs, lecture area, doors & light switches
Weekly	Clean Floors	Vacuum/dust mop and/or wet mop
Monthly	Dust	HVAC vents, lighting fixtures, door frames, windows & baseboards
Research Wet Laboratories		
Frequency	Service	Details
*Monthly	Clean Floors & Empty Bins	Dust mop & wet mop; only non-hazardous trash bins
<i>*Aligned with Research Lab Safety protocol, Wet Lab cleanings are coordinated with the Wet Lab Supervisor.</i>		
Conference Rooms		
Frequency	Service	Details
Daily	Visual Inspection	Visually inspect for debris and cleanliness; wipe boards & trays
Weekly	Clean Floors, Surfaces & Disinfect Touchpoints	Tables, chairs, lecture area, doors & light switches; Vacuum/dust mop and/or wet mop
Monthly	Dust	HVAC vents, lighting fixtures, door frames, windows & baseboards
Break Rooms / Community Kitchens		
Frequency	Service	Details
Daily	Clean Surfaces, Disinfect Touchpoints & Empty Bins	Tables, chairs, doors & light switches, countertops; Empty centralized bins, as needed; <i>Note: Users will clean sink, dishes & any appliances</i>
Weekly	Clean Floors	Vacuum/dust mop and/or wet mop
Monthly	Dust	HVAC vents, lighting fixtures, door frames, windows & baseboards
Offices & Workspaces		
Frequency	Service	Details
Bi-weekly	Clean Floors	Vacuum/dust mop and/or wet mop
Quarterly	Dust	HVAC vents, lighting fixtures, door frames, windows & baseboards

