

Cleaning Frequency Schedule 2016-17

Cleaning Tasks →	Empty Trash	Vacuum	Discretionary Check	Dusting	Touch points	Clean walls, marks, graffiti	Glass & mirrors	Chalk/white boards/trays	Clean/reset furniture	Kaivacing	Hard Floor Cleaning/Snow removal	Strip & Wax	Extract and/or spot clean carpet
Room Type ↓													
Public Restrooms/Locker Rms./Shower	D	D	D	D	D	DC	DC	NA	NA	W	D	NA	SD
Offices -Single Stream Trash	NA	W	NA	E2W	W	SD	DC	BR	W	NA	W	A	BR/DC
Hallways/Lobby	D	D	D	D	D	DC	DC	NA	DC	NA	DC	A	SD
Entrance interior and exterior	D	D	D	3TW	D	3TW	D	NA	NA	NA	D	A	W
Elevator	D	D	D	D	D	DC	DC	NA	NA	NA	D	A	SD/DC
Stairwells	NA	3TW	D	3TW	3TW	3TW	NA	NA	NA	NA	3TW	A	A
Deans Suite/Director	D	DC	DC	DC	D	DC	DC	NA	DC	NA	DC	A	SD
Classrooms/Labs/Auditorium	D	D	D	E2W	D	DC	DC	D	D	NA	D	A	SD/DC
Meeting/Conference Room	D	D	D	D	D	DC	DC	D	D	NA	DC	A	SD/DC
Theatre	DC	DC	DC	W	DC	DC	DC	NA	NA	NA	DC	A	SD/DC
Kitchenette/Vending	D	D	D	W	D	DC	DC	NA	D	NA	D	A	DC
Suite Bathroom - 8 Students	AD	W	AD	DC	W	DC	DC	NA	NA	DC	DC	NA	NA
Suite Bathroom - 4 Students	E3W	E3W	E3W	E3W	E3W	DC	DC	NA	NA	A	E3W	NA	NA
Gym/Fitness Area/Recreation	D	D	D	DC	D	DC	DC	D	D	DC	AD	NA	DC
Lounge/Study Rm.	D	D	D	W	W	DC	DC	DC	D	NA	D	A	SD/DC

Notations:

A-Annual
AD-Alternate Days - Generally Su-T-TH
AEO -As Event Occurs
BA-Bi Annually - Twice per year
BM-Twice Per Month
BR - By Request
D-Daily
DC-Discretionary Cleaning
E2W-Every two weeks
E3W - Every three weeks
M-Monthly
NA- Not applicable
SD-Supervisors Discretion
SS-Single Stream
W-Weekly
3TW - Three times per week

Operational Guidelines:

The above schedule has standard building frequencies for specific tasks that are followed as directed by the Operation's supervisory team.

Non Standard Cleaning Frequencies are in place for buildings with higher usage density and/or specific needs. These buildings including:

- 1 The Mt. Lair restrooms must be checked every two hours. Meeting rooms are cleaned based on how many set-ups are required. Food court must be cleaned continuously. The Mt Lair is staffed 24/7.
- 2 The Rec. Center the bathrooms, locker rooms, and free zone is cleaned at least every two hours, but the cleaning schedule is driven by the type and number of events scheduled. The Rec. Center is staffed 24/7.
- 3 Stewart Hall offices and meeting rooms receive a discretionary check daily due to the high level administrators and visitors in this building.

Additional Guidelines:

- * Only open one office at a time when cleaning.
- * Touch Points such as door handles, elevator buttons, water fountains, panic bars and conference room tables are to be done daily.
- * Classroom student desk tops are to be disinfected on a weekly basis.