

Cleaning Service Levels and Prioritization

TASK	RESTROOMS	ENTRANCES, LOBBIES, HALLWAYS	CLASSROOMS	LABORATORIES	OFFICES	CONFERENCE ROOMS, LOUNGES	STAIRWELLS	ELEVATORS
<b>PRIORITIZATION COLOR CODING</b>	#1 PRIORITY			#2 PRIORITY			#3 PRIORITY	
<b>GENERAL CLEANING</b>								
Empty trash, replace liner	daily routine	daily routine	daily routine	daily routine	weekly complete	daily routine		
Clean trash can	as needed	as needed	as needed	as needed	as needed	as needed		
Restock dispensers	daily routine/as needed			as needed		as needed		
Remove recycling		weekly complete/as needed	daily routine		weekly complete	daily routine		
Remove litter and debris	daily routine	daily routine	daily routine	as needed	weekly complete	daily routine	daily routine	daily routine
Clean entry mats		daily routine	daily routine					
Dust surfaces	daily routine	weekly complete	weekly complete	weekly complete/as needed	weekly complete	weekly complete	weekly complete	weekly complete
Dust vents	as needed	as needed	as needed	as needed	as needed	monthly	as needed	as needed
Clean chalk/whiteboards			daily routine			daily routine		
Clean desktops		as needed	as needed		weekly complete	as needed		
Remove cobwebs	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed
Spot clean windows/mirrors	daily routine	daily routine	as needed	as needed	weekly complete	as needed	as needed	
Dust windowsills	weekly complete	weekly complete/as needed	weekly complete	as needed	monthly	monthly	weekly complete/as needed	
Remove smudges and fingerprints	daily routine	daily routine	as needed		weekly complete	daily routine	daily routine	daily routine
Clean water fountains		daily routine				daily routine		
Clean and sanitize door glass, handles, push bars, plates and doorknobs	daily routine	daily routine	daily routine	daily routine	weekly complete	daily routine	daily routine	
Remove gum, tape, posters, fliers off walls and windows	as needed	as needed	as needed	as needed		as needed	as needed	as needed
<b>FLOOR CARE</b>								
Vacuum/sweep complete room/corridor		weekly complete	weekly complete	weekly complete	weekly complete	weekly complete	weekly complete	weekly complete
Vacuum/sweep pedestrian traffic areas		daily routine	daily routine	daily routine		daily routine	daily routine	daily routine
Spot vacuum		daily routine	daily routine	daily routine		daily routine	daily routine	daily routine
Sweep	daily routine	daily routine	daily routine	daily routine	weekly complete	daily routine	weekly complete	daily routine
Auto scrub/mop	daily routine	weekly complete	weekly complete	weekly complete	weekly complete	weekly complete	weekly complete	weekly complete
Spot mop		as needed	as needed	as needed	as needed	as needed	as needed	as needed
Buff floor finish		as needed	as needed	as needed	as needed	as needed		as needed
Extract carpet		as needed	as needed		as needed	as needed		as needed
Spot clean carpet		as needed	as needed		as needed	as needed		as needed
<b>RESTROOM</b>								
Clean and disinfect toilets and urinals	daily routine							
Clean fixtures, mirrors, counters, partitions	daily routine							
Check and refill paper products	daily routine							
Check and refill soap	daily routine							
Empty sanitary dispenser and replace liner	daily routine							
Spot clean walls	monthly							
Mop floors	daily routine							
Flush floor drains	weekly complete/as needed							