

## Cleaning Service Levels

### Restrooms

#### Daily routine:

- Empty waste receptacles and change liner, as needed.
- Restock dispensers: soap, paper towel and toilet tissue.
- Clean mirrors; clean and disinfect urinals, toilets, and sinks.
- Polish stainless steel and chrome surfaces.
- Spot wash walls, lockers, and partitions.
- Dust mop and wet mop floors with disinfectant solution.

#### Weekly complete:

- Damp clean and polish partition thoroughly; remove graffiti.
- Clean doors and wall tile.

#### Monthly:

- Dust wall and ceiling vents.

#### Periodically:

- De-scale fixtures.
- Power scrub floor.

## Cleaning Service Levels

### Entrances, Lobbies, and Hallways

#### Daily routine:

- Police entrance for snow, leaves and litter, and remove.
- Empty waste receptacles and replace liners, remove debris.
- Dust mop and wet mop tiled areas.
- Vacuum carpet areas and mats; remove gum and soil spots.
- Clean and disinfect drinking fountains.
- Clean entrance door glass.

#### Weekly complete:

- Clean glass partitions and interior door glass.
- Spot clean walls.
- Dust doors, glass frames, ledges, furniture and extinguishers.
- Empty Recycling receptacles weekly or as needed.

#### Monthly:

- High dust vents and lights.

#### Periodically:

- Restore floor finish on non-carpeted floors.

## Cleaning Service Levels

### Classrooms

Daily routine:

- Empty waste receptacles and replace liners.
- Empty recycling receptacles, if needed.
- Clean chalkboards/whiteboards and chalk trays.
- Vacuum traffic patterns on carpeted floors; remove gum and soil spots.
- Dust mop and wet mop tiled floors.
- Clean glass in doors and partitions.
- Empty pencil sharpeners.
- Arrange desks, tables and chairs

Weekly complete:

- Dust furniture surfaces and damp clean tabletops.
- Vacuum carpeted areas thoroughly.
- Clean door surfaces.

Monthly:

- High dust vents, lights, and window blinds.

Periodically:

- Restore floor finish on non-carpeted floors.

## Cleaning Service Levels

### Laboratories

Daily routine:

- Empty waste receptacles and replace liners. (Recycling is not to be picked up in labs).
- Clean chalkboards/whiteboards and trays. (Teaching labs only)
- Dust mop and wet mop floors.

Weekly complete:

- Clean doors, glass, and mirrors.
- Dust vertical surfaces and vents, if accessible.

Periodically:

- Restore floor finish on non-carpeted floors, if accessible.

## Cleaning Service Levels

### Offices

Weekly complete (1x per week):

- Empty waste receptacles and change liners.
- Empty under desk paper recycling receptacles
- Clean door surfaces, and glass in doors and partitions.
- Dust furniture tops and bookshelves, if accessible.
- As needed, vacuum and remove spots from carpeted floors, if accessible.
- Dust mop and wet mop tiled floors, if accessible.

Monthly:

- Dust windowsills, pipes and vents.

Upon Vacancy:

- Restore floor finish on non-carpeted floors.

## Cleaning Service Levels

### Conference Rooms and Lounges

Daily routine:

- Empty waste receptacles and replace liners.
- Clean chalkboards/whiteboards and chalk trays.
- Vacuum traffic patterns on carpeted floors and remove gum and soil spots.
- Dust mop and wet mop tiled floors.

Weekly complete:

- Clean door surfaces, and glass in doors and partitions.
- Dust furniture surfaces and damp clean tabletops, if accessible.
- Empty pencil sharpeners.
- Vacuum carpeted areas thoroughly.

Monthly:

- High dust vents and lights

Periodically:

- Restore floor finish on non-carpeted floors.

## Cleaning Service Levels

### Stairwells

Weekly complete:

- Dust mop and wet mop.
- Dust hand rails, radiators, and windows ledges.
- High dust vents, lights, and pipes.

### Elevators

Weekly complete or As needed:

- Sweep and wet mop tiled floors.
- Vacuum carpeted floors; remove gum and soil spots.
- Polish stainless steel and spot clean walls and doors.
- Vacuum door tracks and clean vents.
- Clean light fixtures and ceiling panels.

Periodically:

- Restore floor finish on non-carpeted floors.