CSUEB Facilities Department Custodial Cleaning Frequency Expectations

	Normal Daily Services	Weekly Services	Monthly Services	Quarterly	Annually	Bi-annual
CLASSROOMS AND CONFERENCE ROOMS						
Empty trash receptacles, replace liner (if soiled), wash receptacles (as needed) and dispose of all trash.	X					
Sweep floors, removing debris from behind doors, in corners, and around furniture.	X					
Mop hard surface floors & spot clean carpet, removing spills/stains, including hallways, interior stairs, landings, breezeways.	X					
Vacuum carpets/floors in common areas, I.e. suites, reception areas, conference rooms, corridors, etc. (Thoroughly removing debris from behind doors, in corners, under and around furniture).	X					
Remove graffiti from desks, tables, walls, doors, restroom partitions.	X					
Spot wash walls and doors cleaning spills, spits, and slops, clean around light switches as needed.		X				
Clean wash basins, utility sinks, chalkboards, and white boards, etc.		X				
Dust/clean all building surfaces for cobwebs, dirt, i.e. walls, ledges, window sills, vents, blinds, etc.			X			
Thoroughly dust & clean (if cleared) flat surfaces, desks and tables. (Do not clean/dust bookshelves, books, printers, telephones, natural or artificial plants. Do not water natural plants.)			X			
Strip and Apply Floor Finish for Hard Surfaces and Shampoo Carpet (More frequent may be a charge to dept.).					X	
OFFICES						
Empty trash receptacles, replace liner (if soiled), wash receptacles (as needed) and dispose of all trash.	X					
Sweep floors, removing debris from behind doors, in corners, and around furniture.		X				
Mop hard surface floors & spot clean carpet, removing spills/stains.		X				
Vacuum carpets/floors (thoroughly removing debris from behind doors, in corners, under and around furniture).		X				
Thoroughly dust & clean (if cleared) flat surfaces, desks, and tables. (Do not clean/dust bookshelves, books, printers, telephones, natural or artificial plants. Do not water natural plants.)			X			
Spot wash walls and doors, clean around light switches as needed.			X			
Dust/clean all building surfaces for cobwebs, dirt, i.e. walls, ledges, window sills, air grills, vents, blinds, etc.			X			
Strip and Apply Floor Finish for Hard Surfaces and Shampoo Carpet (if requested).						X
RESTROOMS						
Complete a full-scale cleaning of restrooms. Disinfect wash basins, urinals, commodes, trash receptacle, and dispensers. Sweep & Mop floors. Pour fresh water into floor drains.	X					
Damp wipe doors, walls & partitions. Clean mirrors and bright metal surfaces.	X					
Service all dispensers, including sanitary napkins/tampon vending machines.	X					
Replenish paper and soap supplies.	X					
Spray clean walls, stalls, fixtures, scrub restroom floors, pour enzyme solution into floor drains.			X			
LOBBIES, CORRIDORS AND STAIRWELLS						
Clean drinking fountains.	X					
Remove pamphlets, circulars, flyers, etc, from walls & glass surfaces, unless posted on bulletin boards.	X					
Sweep and spot mop interior stairs and landings.		X				
Buff corridor floors using floor restorer with a high-speed or ultra high-speed floor machine.		X				
Dust & Clean handrails, metal railings, fire extinguishers.		X				
Apply a coat of floor finish and buff hard surfaces (lobbies & corridors).				X		
Bonnet-shampoo carpeted areas.				X		
ENTRY WAYS AND BREEZE WAYS						

BLANK