

Facilities Operations Building Services Cleaning Frequencies

Program Space Service Expectations

Trash/recycling removal, horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass, dusting, bookshelves, cleaning of chalk/white boards, desks, tables, and arrangement of furniture setup.

Space Type	Cleaning Frequency
• Auditoriums	5x/wk and/or as required
• Classrooms	5x/wk and/or as required
• Computer Rooms	5x/wk and/or as required (Does not include cleaning of computer equipment)
• Event Spaces (Athletic/Arts/Exhibition-Museum/Music)	5x/wk and/or as required
• Gymnasium Space	5x/wk and/or as required
• Libraries	5x/wk and/or as required
• Research Labs	5x/wk and/or as required Trash removal 5x wkly. Hard floor surface cleaning and/or carpet vacuuming 1x wkly Horizontal and vertical surface cleaning upon request and cleared by OEHS
• Seminar Rooms	5x/wk and/or as required
• Study Areas	5x/wk and/or as required
• Teaching Labs	5x/wk and/or as required Trash/recycling removal 5x wkly. Floor surface cleaning and/or carpet vacuuming 1x wkly Horizontal and vertical surface cleaning upon request and cleared by OEHS

Public Space Service Expectations

Trash/recycling removal, horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass, dusting, bookshelves, cleaning of caulk/white boards, desks, tables, and arrangement of furniture setup.

Space Type	Cleaning Frequency
• Circulation/Reception	5x/wk and/or as required Upon request: cleaning of desktop work areas, cleaning of caulk/white boards
• Conference/Copy Rooms	2x/wk
• Corridors/Hallways (heavy traffic)	5x/wk
• Corridors/Hallways (medium traffic)	5x/wk (spot cleaning 4x/wk & full service 1x/wk)
• Corridors/Hallways (light traffic)	2x/1x/wk
• Kitchenette	5x/wk and/or as required Does not include cleaning of dishware, utensils, refrigerators, microwaves, stove and dishwashers.
• Laundry Rooms	5x/wk and/or as required Does not include cleaning of dryers and washing machines
• Locker Rooms	5x/wk and/or as required
• Mailrooms	5x/wk and/or as required
• Multipurpose space (heavy)	5x/wk (spot cleaning 4x/wk & full service 1x/wk)
• Multipurpose space (light)	1x/wk
• Multipurpose space (medium)	2x/wk
• Office/Workstations	2x/wk Upon request: cleaning of desktop work areas, desktop items must be removed from surface. Cleaning of caulk/white boards.
• Private Offices	1x/wk Upon request: cleaning of desktop work areas, desktop items must be removed from surface. Cleaning of caulk/white boards.
• Restrooms/Shower Room	5x/wk and/or as required Horizontal and vertical surface cleaning, which includes floor cleaning, spot cleaning of walls and glass. Cleaning of fixtures, e.g. sinks, toilets, urinals, showers. Cleaning and restocking of paper, tissue, and soap dispensers.
• Stairways (high traffic)	5x/wk (spot cleaning 3x/wk & full service 2x/wk)
• Stairways (medium traffic)	2x/wk
• Stairways (light traffic)	1x/wk

Facilities Operations Building Services Cleaning Frequencies

Program Space	Cleaning Frequency
• Auditoriums	<p>5x/wk and/or as required Trash/recycling removal, horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass, dusting, cleaning of caulk/white boards and arrangement of furniture setup.</p>
• Classrooms	<p>5x/wk and/or as required Trash/recycling removal, horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass, dusting, tables, cleaning of caulk/white boards and arrangement of furniture setup.</p>
• Computer Rooms	<p>5x/wk and/or as required Trash/recycling removal, horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass, dusting, desks, tables, cleaning of caulk/white boards and arrangement of furniture setup. Does not include cleaning of computer equipment.</p>
• Event Spaces (Athletic/Arts/Exhibition-Museum/Music)	<p>5x/wk and/or as required Trash/recycling removal, horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass, dusting, desks, tables, cleaning of caulk/white boards and arrangement of furniture setup.</p>
• Gymnasium Space	<p>5x/wk and/or as required Trash removal, horizontal and vertical surface cleaning, which includes hard floor cleaning, vacuuming, spot cleaning of walls and glass, dusting.</p>
• Libraries	<p>5x/wk and/or as required Trash/recycling removal, horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass, dusting, bookshelves, tables, cleaning of caulk/white boards and arrangement of furniture setup.</p>
• Research Labs	<p>5x/wk and/or as required Trash removal 5x wkly. Floor cleaning and/or carpet vacuuming 1x wkly Horizontal and vertical surface cleaning upon request and cleared by OEHS</p>

- **Seminar Rooms**

5x/wk and/or as required

Trash/recycling removal, horizontal and vertical surface cleaning, which includes hard floor cleaning, vacuuming, spot cleaning of walls and glass, dusting, tables, cleaning of caulk/white boards and arrangement of furniture setup.

- **Study Areas**

5x/wk and/or as required

Trash/recycling removal, horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass, dusting, tables, cleaning of caulk/white boards and arrangement of furniture setup.

- **Teaching Labs**

5x/wk and/or as required

Trash/recycling removal 5x wkly.

Floor surface cleaning and/or carpet vacuuming 1x wkly

Horizontal and vertical surface cleaning upon request and cleared by OEHS

Public Space**Cleaning Frequency**

• Circulation/Reception	5x/wk and/or as required Trash/recycling removal, horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass, dusting, bookshelves, and tables. Upon request: cleaning of desktop work areas, cleaning of caulk/white boards
• Conference/Copy Rooms	2x/wk Trash/recycling removal, horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass, dusting, tables, cleaning of caulk/white boards and arrangement of furniture setup.
• Corridors/Hallways (heavy traffic)	5x/wk Trash/recycling removal, horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass.
• Corridors/Hallways (medium traffic)	5x/wk (spot cleaning 4x/wk & full service 1x/wk) Trash/recycling removal, horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass.
• Corridors/Hallways (light traffic)	2x/1x/wk Trash/recycling removal, horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass.
• Kitchenette	5x/wk and/or as required Trash/recycling removal, horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass, dusting, tables, and arrangement of furniture setup. Does not include cleaning of dishware, utensils, refrigerators, microwaves, stove and dishwashers.
• Laundry Rooms	5x/wk and/or as required Trash/recycling removal, horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass, and dusting. Does not include cleaning of dryers and washing machines
• Locker Rooms	5x/wk and/or as required trash/recycling removal, horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass, dusting, and tables.

• Mailrooms	5x/wk and/or as required Trash/recycling removal, horizontal and vertical surface cleaning, which includes hard floor cleaning, vacuuming, spot cleaning of walls and glass, dusting, and tables.
• Multipurpose space (heavy)	5x/wk (spot cleaning 4x/wk & full service 1x/wk) Trash/recycling removal, horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass, dusting, tables, and arrangement of furniture setup.
• Multipurpose space (light)	1x/wk trash/recycling removal, horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass, dusting, tables, and arrangement of furniture setup.
• Multipurpose space (medium)	2x/wk Trash/recycling removal, horizontal and vertical surface cleaning, which includes hard floor cleaning, vacuuming, spot cleaning of walls and glass, dusting, tables, and arrangement of furniture setup.
• Office/Workstations	2x/wk Trash/recycling removal, horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass, dusting, bookshelves, and tables. Upon request: cleaning of desktop work areas, cleaning of caulk/white boards
• Private Offices	1x/wk Trash/recycling removal, horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass, dusting, bookshelves, and tables. Upon request: cleaning of desktop work areas, cleaning of caulk/white boards
• Restrooms/Shower Room	5x/wk and/or as required Horizontal and vertical surface cleaning, which includes floor cleaning, spot cleaning of walls and glass. Cleaning of fixtures, e.g. sinks, toilets, urinals, showers. Cleaning and restocking of paper, tissue, and soap dispensers.
• Stairways (high traffic)	5x/wk (spot cleaning 3x/wk & full service 2x/wk) Horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass.
• Stairways (medium traffic)	2x/wk horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass.

- **Stairways (light traffic)**

1x/wk

horizontal and vertical surface cleaning, which includes floor cleaning, vacuuming, spot cleaning of walls and glass.

updated: 8/16/2012