

Service Levels for Building Services

Once per Week

Conference Room Cleaning

1. Dust
2. Empty trash
3. Restock paper towels (if present)
4. Clean chalkboard, whiteboard
5. Dust mop floor
6. Damp mop as needed
7. Disinfect high touch areas

Copy Room Cleaning

1. Empty trash, recycling
2. Dust mop floor

Kitchen Cleaning

1. Empty trash
2. Restock paper towels
3. Refill soap dispensers
4. Clean sinks, counter
5. Dust mop floor
6. Wet mop floor

Lounge Cleaning

1. Empty trash
2. Restock paper towels (if present)
3. Refill soap dispenser (if present)
4. Dust mop floor
5. Wet mop floor

Machine Shop Cleaning

1. Empty trash
2. Clean chalkboard, whiteboard if erased
3. Refill paper towel dispensers
4. Refill soap dispensers
5. Dust mop floor



Multi-Office Complex Cleaning

1. Empty trash
2. Clean chalkboard, whiteboard if erased
3. Dust uncluttered surfaces in reception area
4. Dust mop floor
5. Disinfect high touch areas

Office Cleaning

1. Deferred due to PANDEMIC at this time no cleaning
2. occupants must set their trash outside of their office door for trash removal

Research Lab Cleaning

1. Empty trash
2. Clean chalkboard, whiteboard if erased
3. Refill paper towel dispensers
4. Refill soap dispensers
5. Dust mop floor

Store Room Cleaning

1. Empty trash
2. Dust mop floor

Twice per Week

Computer Lab Cleaning

1. Empty trash
2. Clean table tops
3. Clean chalkboard, whiteboard
4. Dust mop floor

Five Times per Week

Classroom Cleaning

1. Empty trash
2. Clean chalkboard, whiteboard
3. Dust all flat surfaces
4. Restock paper towels (if present)
5. Dust mop floor
6. Damp mop as needed
7. Electrostatic Spraying /
Disinfecting-



Hallway Cleaning (Beyond 1st Floor)

1. Dust
2. Empty trash, recycling
3. Dust mop floor
4. Wet mop as needed

Restroom Cleaning (twice daily)

1. Empty trash and dust
2. Dust mop floor
3. Restock toilet paper, soap, paper towels, sani-bags
4. Clean soap dispensers
5. Clean sinks
6. Clean urinals and toilets
7. Clean mirrors
8. Dry fixtures
9. Clean paper towel dispensers
10. Remove graffiti
11. Wet mop floor (2 step-procedure)

Stairwell Cleaning

1. Dust railings
2. Dust mop stairs
3. Wet mop as needed

Teaching Lab Cleaning (5 times per week)

1. Clean chalkboard, whiteboard if erased
2. Refill paper towel dispensers
3. Refill soap dispensers
4. Empty trash
5. Dust mop floor
6. Disinfect high touch areas

Five Times per Week

Elevator Cleaning

1. Wipe hand plates, surfaces with disinfectant
2. Clean and polish with stainless steel cleaner as needed
3. Vacuum door tracks and grooves
4. Dust mop floor
5. Wet mop floor



Entrance Cleaning

1. Sweep exterior walkway, ramp, and stairway as needed
2. Dust
3. Clean door glass
4. Dust mop floor
5. Vacuum entrance mats
6. Damp mop interior as needed
7. Disinfect high touch areas

Hallway Cleaning (1st Floor)

1. Dust
2. Empty trash, recycling
3. Dust mop floor
4. Wet mop as needed

Lobby Cleaning

1. Dust
2. Empty trash
3. Dust mop floor

Restroom Cleaning (5 times per week / 2 times per day)

1. Empty trash and dust
2. Dust mop floor
3. Restock toilet paper, soap, paper towels, sani-bags
4. Clean soap dispensers
5. Clean sinks
6. Clean urinals and toilets
7. Clean mirrors
8. Dry fixtures
9. Clean paper towel dispensers
10. Remove graffiti
11. Wet mop floor (2 step-procedure)

Vending Area Cleaning

1. Dust and wipe down vending machines
2. Empty trash
3. Dust mop floor
4. Wet mop floor