



## 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

#### 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

### **Office Cleaning**

1. Empty trash
2. Clean chalkboard, whiteboard if erased
3. Dust mop floor

### **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

## **Three 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

### **Hallway Cleaning (Beyond 1<sup>st</sup> Floor)**

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

### **Restroom Cleaning (Beyond 1<sup>st</sup> Floor)**

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**

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

## **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

### **Hallway Cleaning (1<sup>st</sup> 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 (1<sup>st</sup> Floor)**

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