

WHAT we CLEAN and WHEN CUSTODIAL SERVICES



CLASS & CONFERENCE ROOMS

frequency	tasks
daily	<ul style="list-style-type: none"> Trash bins are emptied. Large debris is removed before the tile is dust-mopped or the carpets are vacuumed; minor stains are spot-cleaned. Tabletops are wiped down and debris is removed from chairs. The instructor's table and lectern are cleaned in classrooms. Chairs are placed back in position and counted. Chalk & erasers are replaced on blackboards in classrooms only.
weekly	<ul style="list-style-type: none"> Door frames & light switches are cleaned and chalk dust (classrooms only) is wiped up. Recycling containers are checked and emptied or replaced.
monthly	<ul style="list-style-type: none"> All areas of room are dusted: HVAC vents, window sills, baseboards & fixtures
yearly	<ul style="list-style-type: none"> Chalkboards and whiteboards are washed.

What to expect: Carpet and tile is clean but may be worn in high traffic areas. Certain carpet and/or tile stains will remain if we are not able to remove them with spot cleaning techniques. Between weekly and/or monthly surface cleanings, dust build-up and fingerprints will be noticeable. For tough stain removal or to arrange stripping and waxing of floors contact our Customer Support Center.



HALLS & LOBBIES

frequency	tasks
daily	<ul style="list-style-type: none"> Trash bins are emptied. Large debris is removed before the tile is dust-mopped or the carpets are vacuumed; minor stains are spot-cleaned. Main lobby entry door windows are spot cleaned; drinking fountains are cleaned with disinfectant. Furniture is placed into original positions.
weekly	<ul style="list-style-type: none"> Door frames & light switches are cleaned and chalk dust (classrooms only) is wiped up. Recycling containers are checked and emptied or replaced.
monthly	<ul style="list-style-type: none"> All areas of room are dusted: HVAC vents, window sills, baseboards & fixtures
yearly	<ul style="list-style-type: none"> Floors are stripped and waxed once-a-year on main lobby floors only.

What to expect: Carpet and tile is clean but may be worn in high traffic areas. Certain carpet and/or tile stains will remain if we are not able to remove them with spot cleaning techniques. Between weekly and/or monthly surface cleanings, dust build-up and fingerprints will be noticeable. To arrange for floor stripping and waxing more than once-a-year, tough stain removal or for additional window cleanings, contact our Customer Support Center.



OFFICES

frequency	tasks
once weekly	<ul style="list-style-type: none"> Trash bins are emptied; recycling bins are checked and emptied or replaced if necessary. The floors are dust-mopped and stains are spot cleaned with a wet mop. The furniture is returned to its proper position.

What to expect: Offices receive little attention because they typically receive the least traffic. Occupants are responsible for cleaning their own desks and other surfaces. Floor are dusted, but stains that cannot be spot-cleaned will remain. Dirt build-up may be present around the floor boards and room corners. Additional cleaning services can be arranged through our Customer Support Center.



RESTROOMS

frequency	tasks
daily	<ul style="list-style-type: none"> Trash bins and receptacles are emptied. Dispensers are checked and filled as needed. Large debris is removed; tile is dust-mopped, sprayed with disinfectant, then mopped thoroughly. All surfaces are sprayed with disinfectant and scrubbed.

What to expect: All lights work. Soap dispensers, paper towel dispensers, faucets, door and stall handles and other bathroom fixtures are clean. All supplies are stocked. Toilets, sinks and floor are all clean and disinfected.

SERVICE & SUPPORT see reverse for additional resources

CUSTOMER SUPPORT CENTER
 24 hours a day, 7 days a week
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CUSTODIAL MAIN OFFICE
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