

# Custodial Services Frequencies Chart

TASK	Frequencies
Office Trash	3 X / week
Vacuum - office	4 X / month
Vacuum - hallway (except for 1st floor)	3 X / week & spot daily
Dust mop - hallway (except for 1st floor)	3 X / week & spot daily
Wet mop - hallway	2 X / week & spot daily
Restrooms	5 X / week
Public Areas - Trash	5 X / week
Public Areas - Vacuum / Swept (Spot)	5 X / week
Public Areas - Vacuum / Swept (Thorough)	1 X / week
Public Areas - Drinking Fountains	5 X / week
Public Areas - Cleaned / Dusted	1 X / week
Conference Rooms - Trash	5 X / week
Conference Rooms - Vacuum / Swept (Spot)	2 X / week
Conference Rooms - Vacuum / Swept (Thorough)	3 X / week
Conference Rooms - Mopped (Spot)	2 X / week
Conference Rooms - Mopped (Thorough)	3 X / week
Conference Rooms - Cleaned / Dusted	3 X / month
Classrooms / Auds - Trash	5 X / week
Classrooms / Auds - Vacuum / Swept (Spot)	2 X / week
Classrooms / Auds - Vacuum / Swept (Thorough)	3 X / week
Classrooms / Auds - Mopped (Spot)	2 X / week
Classrooms / Auds - Mopped (Thorough)	3 X / week
Classrooms / Auds - Cleaned / Dusted	3 X / month
Labs - Trash	4 X / week
Labs - Swept / Spot Mopped	2 X / week
Labs - Swept / Wet Mopped Thoroughly	3 X / week
Lounges / Breakrooms / Kitchens - Trash	5 X / week
Lounges / Breakrooms / Kitchens - Vacuum / Swept / Mopped	4 X / week
Lounges / Breakrooms / Kitchens - Sinks daily	4 X / week
Recycling - Central, desk-side, public	3 X / week
Patient Care Areas - All tasks	5 X / week
<b>Floor Care</b>	
Buffing - hallways and labs (except for 1st floor)	3 X / month
Buffing - patient care areas (except for 1st floor)	3 X / month
Annual Carpet Cleaning	1 X / year
Annual Strip-n-Wax	1 X / year