

Location	Services	Frequency
<b>Break Rooms</b>		
	Empty / Recycle trash, reline	Daily
	Vacuum carpet	Daily
	Spot clean horizontal surfaces	Weekly
	Spot clean vertical surfaces	Monthly
	Spot clean carpet	Quarterly
	Scrub VCT	Quarterly
<b>Conference Rooms</b>		
	Empty trash cans, clean exterior, reline	Daily
	Empty recycle bins / clean exterior, re-line	Daily
	Vacuum carpet	Weekly
	Spot clean tables	Weekly
	Straighten tables/chairs	Weekly
	Spot clean interior glass	Monthly
	Spot clean horizontal surfaces	Monthly
	Spot clean vertical surfaces	Monthly
	Spot clean carpet	Quarterly
<b>Elevators</b>		
	Damp mop floor using microfiber wet mop	Weekly
	Spot clean vertical surfaces	Weekly
	Spot clean horizontal surfaces	Monthly
	Floor spot cleaning	as needed
<b>Entrances / Lobbies</b>		
	Spot clean glass	Daily
	Vacuum carpet	Daily
	Vacuum walk off mats	Daily
	Sweep exterior sidewalk 20' from entry	Weekly
	Spot clean horizontal surfaces	Monthly
	Spot clean vertical surfaces	Monthly
	Spot clean carpet	Quarterly
<b>Lounges/Common Areas/Study Rooms</b>		
	Empty trash/recycle cans, clean exterior, reline	Daily
	Spot clean tables	Daily
	Clean white boards and board ledges	Daily
	Vacuum carpet	Daily
	1st Floor, floors - hard surface/carpet	Daily
	Drinking Fountains	Daily
	Hallways	Weekly
	Straighten furniture	Weekly
	Spot clean the carpet	Monthly
	Spot clean glass	Monthly
	Spot clean horizontal surfaces	Monthly
	Spot clean vertical surfaces	Monthly
<b>Mail Rooms/Copy Room</b>		
	Empty trash and recycle, reline	Daily
	Vacuum/sweep hard surface floor	Daily
	Damp mop floor	Weekly or as needed
	Spot clean horizontal surfaces	Monthly

Location	Services	Frequency
	Spot clean vertical surfaces	Monthly
<b>Offices</b>		
	Empty trash and recycle, reline	Monthly
	Vacuum carpet	Monthly
	Sweep/Mop Hard Floor	Monthly
<b>Restrooms</b>		
	Empty trash and recycle, reline	Daily
	Disinfect sinks, toilets, urinals and tubs	Daily
	Disinfect toilet paper dispensers/partitions	Daily
	Sweep floor	Daily
	Disinfect/mop floor	Daily
	Commuter wash rooms/Locker rooms	Daily
	Remove mineral deposits from sinks, toilets, urinals, and tubs using an all-surface cleaner	Weekly
	Spot disinfect horizontal surfaces	Monthly
	Spot disinfect vertical surfaces	Monthly
	Scrub floors/grout cleaning	Semi Annual
<b>Stairwells / Landings</b>		
	Damp mop floor	Weekly
	Sweep stairs	Weekly
	Clean handrails	Monthly
	Spot clean horizontal surfaces	Monthly
	Spot clean vertical surfaces	Monthly
<b>Labs</b>		
	Trash empty and reline - Must be by lab door entrance	Daily
	Sweep hard surface floor	Once per week
	Auto scrub or damp mop floor	twice a month
	<b>No services provided for labs behind the barrier (BSL3).</b>	
<b>Classrooms</b>		
	Empty trash cans, clean exterior, reline	Daily
	Empty recycle bins / clean exterior, reline	Daily
	Clean whiteboards/board ledges/chalkboards	Daily
	Straighten tables/chairs	Weekly
	Vacuum hard surface floor/carpet	Weekly
	Wipe down tables/desks	Weekly
	Spot clean carpet	Quarterly