

University Cleaning Standards and Frequency

Location	Services	Frequency
Break Rooms		
	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
Conference Rooms		
	Empty trash cans, clean exterior, reline	Daily
	Empty recycle bins / clean exterior, reline	Daily
	Vacuum carpet	Daily
	Spot clean tables	Daily
	Straighten tables/chairs	Weekly
	Spot clean glass	Monthly
	Spot clean horizontal surfaces	Monthly
	Spot clean vertical surfaces	Monthly
	Spot clean carpet	Quarterly
Elevators		
	Damp mop floor using microfiber wet mop	3 days per week
	Spot clean horizontal surfaces	Monthly
	Spot clean vertical surfaces	Monthly
Entrances / Lobbies		
	Spot clean glass	Daily
	Vacuum carpet	Daily
	Vacuum walk off mats	Daily
	Spot clean horizontal surfaces	Monthly
	Spot clean vertical surfaces	Monthly
	Spot clean carpet	Quarterly
	Sweep exterior sidewalk 20' from entry	As needed
Lounges/Common Areas/Study Rooms		
	Empty trash/recycle cans, clean exterior, reline	Daily
	Spot clean tables	Daily
	Clean white boards	Daily
	Vacuum carpet	Daily
	Straighten furniture	Weekly
	Spot clean glass	Monthly
	Spot clean horizontal surfaces	Monthly
	Spot clean vertical surfaces	Monthly
Mail Rooms/Copy Room		
	Empty trash and recycle, reline	Daily
	Vacuum hard surface floor	Daily
	Damp mop floor	Daily

Location	Services	Frequency
	Spot clean horizontal surfaces	Monthly
	Spot clean vertical surfaces	Monthly
Offices		
	Empty trash and recycle, reline	Weekly
	Vacuum carpet	Weekly
Restrooms		
	Empty trash and recycle, reline	Daily
	Disinfect sinks, toilets, urinals and tubs	Daily
	Disinfect toilet paper dispensers	Daily
	Disinfect toilet seat cover dispensers	Daily
	Sweep floor	Daily
	Damp mop floor	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
Stairwells / Landings		
	Damp mop floor	Weekly
	Sweep stairs	Weekly
	Clean handrails	Monthly
	Spot clean horizontal surfaces	Monthly
	Spot clean vertical surfaces	Monthly
Labs		
	Vacuum hard surface floor	3 times per week
	Auto scrub or damp mop floor	Weekly
Classrooms		
	Vacuum hard surface floor/carpet	Daily
	Empty trash cans, clean exterior, reline	Daily
	Empty recycle bins / clean exterior, reline	Daily
	Straighten tables/chairs	Daily
	Spot clean whiteboards/chalkboards	Daily
	Wipe down tables/desks	Weekly
	Spot clean carpet	Quarterly
GA Classrooms Carpet Cleaning		
		Annually or as budget allows
Project Work		
	FLOORING	
	Vinyl tile floors shall be assessed for level of embedded soil and scrubbed and recoated if necessary	2 times/year
	Vinyl tile floors shall be assessed for level of embedded soil and stripped and refinished if necessary	1 time every 3 years
	Vinyl tile, terrazzo and polished concrete floors will be high-speed burnished	2 times/month

Location	Services	Frequency
	Hot water or steam extract or encapsulation clean all carpets	1 time/year, as needed, or as budget allows
	VERTICAL SURFACES	
	Clean interior and exterior sills of all exterior windows of cobwebs/dust	Quarterly
	SERVICE ROOMS	
	Boiler, electrical, mechanical to be dusted, swept and/or vacuumed	1 time/year