

BASIC DAY TO DAY ACADEMIC CLEANING TASKS - NEW

OFFICES	EVERYDAY	MON-WED-FRI	TUES-THURS	AS NEEDED
Empty trash/replace liners. Dust desktops, furniture, shelves, blinds, windowsills and radiators. (If personal items are removed from these areas, either wipe clean or polish.) Wipe telephones with disinfectant. Vacuum rugs/dust mop/spot mop floors. Spot walls as needed.		√√√√		
CLASSROOMS, COMMON AREAS, (LIBRARIES)				
Empty trash/replace liners. Clean chalkboards, whiteboards, trays and erasers. Spot vacuum. Clean desktops and tabletops.	√√√√			
Spot walls. Vacuum entire room. Check vents for dust and check for lights out and change. Dust/clean blinds, windowsills and computers. Wipe light switches and door handles with disinfectant.			√√√√	
HALLWAYS, ENTRANCES, STEPS				
Dust mop, vacuum floors and entrance mats. Clean water fountains. Spot mop floors. Clean glass in doors of entrances. Sweep outside entrances and sidewalks. Empty trash receptacles inside and outside. Snow removal in inclement weather.	√√√√			
Clean handrails and sweep or vacuum steps. Clean glass in cases and doors. Clean or dust furniture in common areas. Check vents, lights and clean as needed. Clean or wipe elevators. Take recycle receptacles to designated areas for pick up.			√√√√	
BATHROOMS				
Empty trash/replace liners. Clean mirrors. Clean disinfect countertops and wipe down chrome. Clean and disinfect toilets and urinals (wipe entire toilet and urinal, under rim and down around the base of each). Wipe seat and chrome and raise seat. Wipe stalls and walls. Replenish stock. Check vents and lights and clean as needed.	√√√√			
Pour hot water down drains.			√√√√	
AS NEEDED				
Change light bulbs that can be accessed with a 6 ft. ladder. Dust stacks in libraries. Organize and stock closets. Change out dust mop heads and return them to supply for cleaning. Descale toilet bowls and urinals. Clean trash containers. Empty cigarette containers. If time permits, spot clean carpets in common areas.				√√√√