

D = Daily W = Weekly AD = Alternate Days AN = As Needed M = Monthly	Classroom	Lab	Auditorium	Stairs	Closet	Lounge	Office	Entryway	Restroom	Hallway	Cubical	Conference room	Elevator	Public area	Locker room	Lunchroom	Library commons
	Arrange all equipment and supplies in an orderly manner.					D											
Clean all chalkboards and write-on walls	D	D	D														
Clean and disinfect all drinking fountains.						D								D			D
Clean and disinfect all partitions, doors, and handles.									D								
Clean and disinfect all study carrels, tables, and work surfaces.														W			D
Clean and disinfect all study/work tables.	D	W	D														
Clean and disinfect all tables, chairs, and countertops						D										D	
Clean and disinfect any cabinets, book racks or furniture.									D								
Clean and disinfect sinks and countertops.									D							D	
Clean and disinfect sinks.	D	D	D												D		
Clean and disinfect soap and paper towel dispensers and refill as needed.	D	D	D														
Clean and disinfect toilets and urinals, including inside and outside, plumbing, and seats.									D						D		
Clean and polish all bright metal.									D								
Clean and polish roll towel, toilet paper, sanitary napkin, and soap dispensers and refill as needed.									D								
Clean elevator tracks.													W				
Clean erasers and replenish chalk.	AD	AD	AD														
Clean glass and/or mirrors									D	D	D	D				D	
Clean showers. Clean and disinfect drains.															D		
Damp mop hard floor										AD	AD	AD	D		D	D	
Dust all ledges.					W												
Dust all safely reachable areas.				W													
Dust all surfaces including vents, blinds, light fixtures, railings, entry and exit gates, furniture, televisions, computers, electronic equipment, and circular stairs.	W	W	W			AD	W			W	W	W	D	W	AN	D	W
Dust all surfaces inside and out remove outside.								W									
Dust all surfaces such as vents, tops of partitions, door frames, and wall fixtures.									D								
Dust mop hard floor/ vacuum carpeted floor										D	AD	AD	D		D	D	
Empty all recycling containers.														AN			D
Empty and clean sanitary napkin receptacles and replace liners.									D								
Empty and clean trash receptacles and replace liners.	D	D	D	D		D	D	D	D					D			D

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Empty main recycling containers (as needed).							AN										
Empty pencil sharpeners	D																
Post "Closed for Service" signs, if necessary															D		
Inspect all areas for quality control	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
Pick up any cans, paper, or loose debris and throw away.	D	D	D	D		D											
Polish all bright metal.	W	W	W										D				
Polish all wood furniture.							M										
Polish Furniture											M	W					
Pour water down floor drain to prevent sewer gas from escaping.									D								
Rearrange all furniture into proper order.	D	D	D			D					D	D		D			D
Remove all marks and foreign objects from hard surface floors.	W	D	W			D											
Restock dispensers															D		
Return furniture to position.																D	
Spot clean													D			D	
Spot clean all entryway glass inside and out.								D									
Spot clean all glass	D	D	D	D		D								D			D
Spot clean all glass in doors and frames.							D	D									
Spot clean all spills on carpet and/or tile and report any spots to your supervisor.	W	D	D	D			D										
Spot clean all walls, doors, and partitions, paying particular attention to areas around light switches, doorknobs, door frames, and trash cans.	W						W								W		
Spot clean carpeted surfaces										D	D	D					
Spot clean hard surfaces											D	D					
Spot clean vertical surfaces										D							
Spot clean walls.		D	W	W	W	D		D						D			W
Spot mop any spills.				D													
Sweep and disinfect all floors by wet mopping, paying special attention to dirt buildup in corners, around bases of partitions, under toilets, around floor drains or any other places dirt may accumulate.									D								
Sweep and wet mop all hard surface floors.							A										
Sweep and wet mop floor and machine scrub if necessary.					W												
Sweep and/or dust mop and wet mop all hard surface floors.						D								D			D

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	Sweep and/or vacuum all floors, carpeting, mats, and under the mats.								D								
Sweep outside of building 10 feet from the door, removing all debris.								W									
Sweep stairs and landings.				AD													
Take trash and recycling to appropriate area.							D							D			D
Take trash to dumpster.	D	D	D	D		D		D	D	D	D	D			D	D	
Vacuum all carpets, mats and rugs				D		D	AD							D			D
Vacuum and clean all chalk trays	D	D	D														
Vacuum and/or sweep and wet mop all floors	AD	AD	AD														
Vacuum chairs														W			W
Vacuum corners and edges of carpets							M										
Vacuum or spot clean furniture												AD					
Wet mop hard surface floors								D									