

Janitorial Task Interval Requirements

Classrooms/Offices / Library

| Task | Frequency |
|-------------------------------------|------------------------|
| Sweep, Dust Mop | Daily |
| Clean chalkboards/whiteboards | Daily |
| Wet Mop | 2x Weekly |
| Spot-clean all wall, doors & floors | As Needed |
| Clean trash containers | 2x Yearly or as needed |
| Clean windows and ledges | Yearly or as needed |
| Dust blinds | Monthly |
| Vacuum carpets | 3x Weekly |
| Spray-buff/burnish floor | As needed |
| Strip/refinish floor | Yearly |
| Clean water fountains | Daily |
| Shampoo carpets | 2x Yearly or as needed |
| Spot - mop | As Needed |
| Dust furniture | Weekly |
| Dust/wet mop hallway | Daily |

Restrooms

| Task | Frequency |
|--|------------------------|
| Clean/disinfect washroom | Daily |
| Sweep | Daily |
| Wet mop | Daily |
| Dust vents | Monthly or As Needed |
| Restock soap, toilet paper and hand towels | Daily |
| Clean mirrors | Daily |
| Clean showers | Daily |
| Empty waste containers | Daily |
| Spot-clean walls & doors | Weekly |
| Strip/refinish floors | 2x Yearly or As Needed |
| Polish of fixture | Weekly |
| Clean trash containers | 2x Yearly or As Needed |

Stairwells

| Task | Frequency |
|-----------------|---------------------|
| Sweep | Daily |
| Spot-mop | Weekly or As Needed |
| Wipe hand rails | Weekly or As Needed |

Pressure wash

2x Yearly or As Needed

Elevators

Task

Sweep

Mop

Polish

Clean tracks

Clean of light fixtures

Strip/refinish

Frequency

Daily

Weekly or As Needed

Weekly As Needed

Weekly or As Needed

Yearly or As Needed

Yearly or As Needed