



Weekly Cleaning Expectations

1. **Dust building & furniture surfaces**
 - Classrooms
 - Offices
 - Bathrooms, Locker Rooms
 - Auditoriums
 - Gymnasiums
 - Cafeterias
 - Conference Rooms
 - Corridors, Lobbies, Elevators, Stairwells
 - Storage Rooms

2. **Dust / dry mop non-carpeted Storage Room floors** (all other areas get dry mopped daily)

3. **Wet mop or run autoscrubber in Corridors / Foyers (These should be spot mopped daily).**

4. **Clean Chair Backs**
 - Classrooms

5. **Clean Window Sills**

6. **Descale Urinals & Toilets**
 - Bathrooms, Locker Rooms

7. **Clean Elevators** - Vacuum Elevator Door Tracks, Mop Elevator Floor, Wipe Down Stainless Steel.

Monthly Cleaning Expectations

1. Change HVAC Filters.
2. Replace stained ceiling tiles.
3. Clean lower walls (in particular around light switches, etc.)
4. Clean base moldings & corners of rooms.
5. Clean door systems (doors, frames, jambs).
6. Buff Hallway / Corridor / Foyer floors.

Yearly

1. Heavy top scrub (w/ SPP pads) or chemically strip non-carpeted floors (vinyl & terrazzo) and apply new floor finish.
2. Scrub kitchen floors and clean mats.
3. Scrub toilet room floors.
4. Scrub walls to remove any residue or stains. Clean upper walls if needed.
5. Extract carpets and entrance mats.
6. Scrub sinks, toilets and associated fixtures.
7. Clean interior and exterior windows.
8. Clean outsides of cabinets, inside of cubbies and countertops – remove any tape residue.
9. Scrub student chairs, desks and tables, including undersides.
10. Clean top and sides of teacher's desks.
11. Clean lights (lenses), remove any debris such as insects.
12. Clean window shades & inspect for damage.
13. Clean white boards & trays – remove misc. tape and stickers.
14. Clean inside and outside of trash and recycling bins.
15. Vacuum HVAC ventilation covers.
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