

CLEANING SPECIFICATIONS

ACADEMIC BUILDINGS

I. CLASSROOMS/LABS

A. Daily

1. Empty all trash receptacles; damp clean, sanitize exterior and replace liners from contractor's supply
2. Spot clean to hand height (70") glass partitions and glass doors
3. Spot clean all walls to hand height (70")
4. Dust mop composition floors with chemically treated dust mop
5. Spot clean composition floors with all-purpose cleaner
6. Spot clean all desk tops and furniture
7. Damp clean counter tops
8. Erase chalk boards
9. Spot clean carpet
10. Vacuum carpet

B. Weekly

1. Sweep baseboards, corners, around and under desks
2. Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings
3. Clean partition glass
4. Clean chalk boards
5. Dust intake vents
6. Damp clean window ledges
7. Damp mop composition floors
8. Damp clean chalk trays
9. High dust above hand height

C. Monthly

1. Spray buff floors

D. Annually

1. Shampoo upholstered furniture
2. Renovate and refinish composition floors (apply five coats of finish)
3. Shampoo carpets

II. LOBBY AND COMMON AREA

A. Daily

1. Clean door glass
2. Empty and damp clean all trash receptacles
3. Empty and clean ashtrays and sand urns
4. Dust and spot clean all furniture
5. Clean and polish all metal door handles
6. Spot clean all walls to hand height
7. Damp clean elevator exterior doors
8. Vacuum entrance mats
9. Spot clean entrance mats
10. Dust mop composition floors
11. Spot mop composition floors
12. Clean directory board
13. Clean and sanitize water fountains
14. Vacuum carpet

B. Weekly

1. Spray buff composition floor
2. High dust above hand height all horizontal surfaces including any shelves, moldings, ledges, pipes, ducts, vents, and heating outlets
3. Damp clean baseboards, along walls, and corners
4. Clean door glass
5. Dust intake vents

C. Semi-Annually

1. Scrub and refinish floor

D. Annually

1. Renovate and refinish composition floor, apply five coats
2. Shampoo all upholstered furniture and wash vinyl furniture

III. OFFICE AREAS

A. Daily

1. Empty wastebaskets and replace liners as needed
2. Empty and damp clean ashtrays
3. Dust furniture tops and chairs
4. Dust all telephones
5. Dust all exposed filing cabinets, bookcases, and shelves
6. Spot clean desk tops
7. Clean counter tops
8. Spot clean door glass, partition glass
9. Clean and sanitize water fountain(s)
10. Vacuum all carpet
11. Spot clean carpet
12. Dust mop composition floors
13. Spot mop composition floors
14. Low dust all surfaces to hand height (70")

B. Weekly

1. High dust to hand height all horizontal surfaces, including shelves, moldings, ledges, pipes, ducts, and heating outlets
2. Clean entire desk tops (where possible)
3. Sweep baseboards, corners, around and under desks
4. Spray buff all composition floors
5. Remove fingerprints from doors, frames, light switches, kick push plates, handles, and moldings around doorways
6. Clean entrance glass
7. Remove dust and cobwebs from ceiling area
8. Dust all baseboards

C. Monthly

1. Clean all partition glass
2. Dust blinds

D. Annually

1. Renovate and refinish all composition floors, apply five coats finish
2. Clean upholstered furniture
3. Shampoo carpets

IV. RESTROOMS

A. Daily

1. Clean and sanitize all vitreous fixtures including toilet bowls, urinals, and hand basins
2. Clean and sanitize all flush rings, drain and overflow outlets
3. Clean and polish all chrome fittings
4. Clean and sanitize toilet seats
5. Damp mop with disinfectant
6. Clean and polish all glass and mirrors
7. Empty all containers and disposals
8. Spot clean and sanitize exterior of all containers
9. Dust metal partitions and window sills
10. Remove spots, stains, splashes, from wall area adjacent to hand basins
11. Refill all dispensers to normal limits: tissue and towels from client's supply
12. Spot clean metal partitions
13. Remove fingerprints from doors, frames, light switches, handles, etc.
14. Low dust all surfaces to hand height including sills, ledges, moldings, shelves, frames, and ducts

B. Weekly

1. Wash and sanitize metal partitions
2. Spot clean tile walls
3. High dust above hand height including sills, moldings, ledges, shelves, frames, ducts, and heating outlets

C. Monthly

1. Machine scrub floors
2. Wash all tile walls

V. LOUNGE/VENDING AREAS/CAFETERIA

A. Daily

1. Dust mop composition floors
2. Damp mop composition floors
3. Damp clean chairs and tables
4. Empty trash containers and replace liners
5. Vacuum carpet
6. Spot clean carpet

B. Weekly

1. Clean exterior of trash containers
2. Spray buff composition floor
3. Sweep baseboards

C. Monthly

1. Clean interior of trash containers

D. Semi-Annually

1. Scrub and refinish all composition floors, apply five coats of finish

VI. STAIRWELLS

A. Daily

1. Sweep stairs and landings
2. Spot clean exit doors
3. Spot clean wall to hand height (70")
4. Dust hand rails
5. Spot mop stairs

B. Weekly

1. Mop stairs
2. Damp clean hand rails, ledges, and sills

VII. ELEVATORS

A. Daily

1. Vacuum carpet
2. Spot clean carpet
3. Spot clean interior walls and doors
4. Clean key board

B. Weekly

1. Clean interior walls and doors
2. Clean elevator tracks
3. Pac vac carpeting

UNIVERSITY CENTERS

I. LOBBY AND COMMON AREA

A. Daily

1. Clean door glass
2. Empty and damp clean all trash receptacles
3. Empty and clean ashtrays and sand urns
4. Dust and spot clean all furniture
5. Clean and polish all metal door handles
6. Spot clean all walls to hand height
7. Damp clean elevator exterior doors
8. Vacuum entrance mats
9. Spot clean entrance mats
10. Dust mop composition floors
11. Spot mop composition floors
12. Clean directory board
13. Clean and sanitize water fountain(s)

B. Three Times Weekly

1. Spray buff composition floors

C. Weekly

1. High dust above hand height all horizontal surfaces including any shelves, moldings, ledges, pipes, ducts, vents, and heating outlets
2. Damp clean baseboards, along walls, and corners
3. Clean door glass
4. Dust intake vents

D. Quarterly

1. Shampoo carpet

E. Semi-Annually

1. Scrub and refinish (or as needed)

F. Annually

1. Renovate and refinish composition floors, apply five coats
2. Shampoo all upholstered furniture and wash vinyl furniture
3. Extract carpets

II. OFFICE AREAS AND CONFERENCE ROOMS

A. Daily

1. Empty wastebaskets and replace liners as needed
2. Empty and damp clean ashtrays
3. Dust furniture tops and chairs
4. Dust all telephones
5. Dust all exposed filing cabinets, bookcases, and shelves
6. Spot clean desk tops
7. Clean counter tops
8. Spot clean door glass, partition glass
9. Clean and sanitize water fountain(s)
10. Vacuum all carpet
11. Spot clean carpet
12. Dust mop composition floors
13. Spot mop composition floors
14. Low dust all surfaces to hand height (70")

B. Weekly

1. High dust to hand height all horizontal surfaces, including shelves, moldings, ledges, pipes, ducts, and heating outlets
2. Clean entire desk tops (where possible)
3. Sweep baseboards, corners, around and under tables
4. Spray buff all composition floors
5. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, and moldings, around doorways
6. Clean entrance glass
7. Remove dust and cobwebs from ceiling area
8. Dust all baseboards

C. Monthly

1. Clean all partition glass
2. Dust blinds

D. Annually

1. Renovate and refinish all composition floor, apply five coats of finish
2. Clean upholstered furniture

III. RESTROOMS

A. Daily

1. Clean and sanitize all vitreous fixtures including toilet bowls, urinals, and hand basins
2. Clean and sanitize all flush rings, drain and overflow outlets
3. Clean and polish all chrome fittings
4. Clean and sanitize toilet seats
5. Damp mop with disinfectant
6. Clean and polish all glass and mirrors
7. Empty all containers and disposals
8. Spot clean and sanitize exterior of all containers
9. Dust metal partitions and window sills
10. Remove spots, stains, splashes from wall area to hand basin
11. Refill all dispensers to normal limits: tissue and towels from client's supply
12. Spot clean metal partitions
13. Remove fingerprints from doors, frames, light switches, handles, etc.
14. Low dust all surfaces to hand height including sills, moldings, ledges, shelves, frames, and ducts

B. Weekly

1. Wash and sanitize metal partitions
2. Spot clean tile walls
3. High dust above hand height including sills, moldings, ledges, shelves, frames, ducts, and heating outlets

C. Monthly

1. Machine scrub floors
2. Wash all tile walls

IV. LOUNGE/VENDING AREA/CAFETERIA

A. Daily

1. Dust mop composition floors
2. Damp mop composition floors
3. Damp clean chairs and tables
4. Empty trash containers and replace liners
5. Spray buff composition floors
6. Vacuum carpet
7. Spot clean carpet

B. Weekly

1. Clean exterior of trash containers
2. Sweep baseboards

C. Monthly

1. Clean interior of trash containers

D. Quarterly

1. Scrub and refinish all composition floors, apply five coats of finish (cafeteria only)

E. Annually

1. Refinish composition floors, apply five coats of finish

V. STAIRWELLS

A. Daily

1. Sweep stairs and landings
2. Spot clean exit doors
3. Spot clean wall to hand height (70")
4. Dust hand rails
5. Spot mop stairs

B. Weekly

1. Mop stairs
2. Damp clean hand rails, ledges, and sills

VI. ELEVATORS

A. Daily

1. Vacuum carpet
2. Spot clean carpet
3. Spot clean interior walls and doors
4. Clean key board

B. Weekly

1. Clean interior walls and doors
2. Clean elevator tracks
3. Pac vac carpeting

ADMINISTRATIVE BUILDINGS

I. LOBBY AND COMMON AREA

A. Daily

1. Clean door glass
2. Empty and damp clean all trash receptacles
3. Empty and clean ashtrays and sand urns
4. Dust and spot clean all furniture
5. Clean and polish all metal door handles
6. Spot clean all walls to hand height
7. Damp clean elevator exterior doors
8. Vacuum entrance mats
9. Spot clean entrance mats
10. Dust mop composition floors
11. Spot mop composition floors
12. Clean directory board
13. Clean and sanitize water fountain(s)
14. Vacuum carpets

B. Weekly

1. High dust above hand height all horizontal surfaces including any shelves, moldings, ledges, pipes, ducts, vents, and heating outlets
2. Damp clean baseboards, along walls, and corners
3. Clean door glass
4. Dust intake vents
5. Spray buff composition floors

C. Semi-Annually

1. Scrub and apply five coats of finish (or as needed)

D. Annually

1. Renovate and refinish composition floors, apply five coats
2. Shampoo all upholstered furniture and wash vinyl furniture

II. OFFICE AREAS

A. Daily

1. Empty wastebaskets and replace liners as needed
2. Empty and damp clean ashtrays
3. Dust furniture tops and chairs
4. Dust all telephones
5. Dust all exposed filing cabinets, bookcases, and shelves
6. Spot clean desk tops
7. Clean counter tops
8. Spot clean door glass, partition glass
9. Clean and sanitize water fountain(s)
10. Vacuum all carpet
11. Spot clean carpet
12. Dust mop composition floors
13. Spot mop composition floors
14. Low dust all surfaces to hand height (70")

B. Weekly

1. High dust to hand height all horizontal surfaces, including shelves, moldings, ledges, pipes, ducts, and heating outlets
2. Clean entire desk tops (where possible)
3. Sweep baseboards, corners, around and under desks
4. Spray buff all composition floors
5. Remove fingerprints from doors, frames, light switches, kick plates, handles, and moldings around doorways
6. Clean entrance glass
7. Remove dust and cobwebs from ceiling area
8. Dust all baseboards

C. Monthly

1. Clean all partition glass
2. Dust blinds

D. Annually

1. Renovate and refinish all composition floors, apply five coats of finish
2. Clean upholstered furniture
3. Shampoo carpets

III. RESTROOM

A. Daily

1. Clean and sanitize all vitreous fixtures including toilet bowls, urinals, and hand basins
2. Clean and sanitize all flush rings, drain and overflow outlets
3. Clean and polish all chrome fittings
4. Clean and sanitize toilet seats
5. Damp mop with disinfectant
6. Clean and polish all glass and mirrors
7. Empty all containers and disposals
8. Spot clean and sanitize exterior of all containers
9. Dust metal partitions and window sills
10. Remove spots, stains, splashes from wall area adjacent to hand basins
11. Refill all dispensers to normal limits: tissue and towels from client' supply
12. Spot clean metal partitions
13. Remove fingerprints from doors, frames, light switches, handles, etc.
14. Low dust all surfaces to hand height including sills, moldings, ledges, shelves, frames, and ducts

B. Weekly

1. Wash and sanitize metal partitions
2. Spot clean tile walls
3. High dust above hand height including sills, moldings, ledges, shelves, frames, ducts, and heating outlets

C. Monthly

1. Machine scrub floors
2. Wash all tile walls

IV. LOUNGE/VENDING AREA/CAFETERIA

A. Daily

1. Dust mop composition floors
2. Damp mop composition floors
3. Damp clean chairs and tables
4. Empty trash containers and replace liners
5. Vacuum carpet
6. Spot clean carpet

B. Weekly

1. Mop stairs
2. Damp clean hand rails, ledges, and sills
3. Sweep baseboards
4. Spray buff composition floors

C. Monthly

1. Clean interior of trash containers

D. Semi-Annually

1. Refinish composition floors, apply five coats of finish

V. STAIRWELLS

A. Daily

1. Sweep stairs and landings
2. Spot clean exit doors
3. Spot clean wall to hand height (70")
4. Dust hand rails
5. Spot mop stairs

B. Weekly

1. Mop stairs
2. Damp clean hand rails, ledges, and sills

VI. ELEVATORS

A. Daily

1. Vacuum carpet
2. Spot clean carpet
3. Spot clean interior walls and doors
4. Clean key board

B. Weekly

1. Clean interior walls and doors
2. Clean elevator tracks
3. Pac vac carpeting

RESIDENCE HALLS

I. LOBBY AND COMMON AREA

A. Daily

1. Clean door glass
2. Empty and damp clean all trash receptacles
3. Empty and clean ashtrays and sand urns
4. Dust and spot clean all furniture
5. Clean and polish all metal door handles
6. Spot clean all walls to hand height
7. Damp clean elevator exterior doors
8. Vacuum entrance mats
9. Spot clean entrance mats
10. Dust mop composition floors
11. Spot mop composition floors
12. Clean directory board
13. Clean and sanitize water fountain(s)
14. Vacuum carpet

B. Weekly

1. High dust above hand height all horizontal surfaces including any shelves, moldings, ledges, pipes, ducts, vents, and heating outlets
2. Damp clean baseboards, along walls, and corners
3. Clean door glass
4. Dust intake vents
- 5.
5. Mop composition floors
6. Spray buff composition floors

C. Semi-Annually

1. Scrub and refinish
2. Clean carpet in hallways and lobbies

D. Annually

1. Renovate and refinish composition floors, apply five coats
2. Shampoo all upholstered furniture and wash vinyl furniture

II. OFFICE AREAS

A. Daily

1. Empty wastebaskets and replace liners as needed
2. Empty and damp clean ashtrays
3. Dust furniture tops and chairs
4. Dust all telephones
5. Dust all exposed filing cabinets, bookcases, and shelves
6. Spot clean desk tops
7. Clean counter tops
8. Spot clean door glass, partition glass
9. Clean and sanitize water fountain(s)
10. Vacuum all carpet
11. Spot clean carpet
12. Dust mop composition floors
13. Spot mop composition floors
14. Low dust all surfaces to hand height (70")

B. Weekly

1. High dust to hand height all horizontal surfaces, including shelves, moldings, ledges, pipes, ducts, and heating outlets
2. Clean entire desk tops (where possible)
3. Sweep baseboards, corners, around and under desks
4. Spray buff all composition floors
5. Remove fingerprints from doors, frames, light switches, kick plates, handles, and moldings around doorways
6. Clean entrance glass
7. Remove dust and cobwebs from ceiling area
8. Dust all baseboards

C. Monthly

1. Clean all partition glass
2. Dust blinds

D. Annually

1. Renovate and refinish all composition floors, apply five coats of finish
2. Clean upholstered furniture

III. RESTROOM

A. Daily

1. Clean and sanitize all vitreous fixtures including toilet bowls, urinals, and hand basins
2. Clean and sanitize all flush rings, drain and overflow outlets
3. Clean and polish all chrome fittings
4. Clean and sanitize toilet seats
5. Damp mop with disinfectant
6. Clean and polish all glass and mirrors
7. Empty all containers and disposals
8. Spot clean and sanitize exterior of all containers
9. Dust metal partitions and window sills
10. Remove spots, stains, splashes from wall area adjacent to hand basins
11. Refill all dispensers to normal limits: tissue and towels from client's supply
12. Spot clean metal partitions
13. Remove fingerprints from doors, frames, light switches, handles, etc.
14. Low dust all surfaces to hand height including sills, moldings, ledges, shelves, frames, and ducts

B. Weekly

1. Wash and sanitize metal partitions
2. Spot clean tile walls
3. High dust above hand height including sills, moldings, ledges, shelves, frames, ducts, and heating outlets

C. Monthly

1. Machine scrub floors
2. Wash all tile walls

IV. KITCHENS

A. Daily

1. Dust mop composition floors
2. Damp mop composition floors
3. Damp clean chairs and tables
4. Empty trash containers and replace liners
5. Clean top of stove and exhaust hood
6. Damp wipe microwave interior and exterior
7. Spot clean walls
8. Clean exterior of trash container
9. Vacuum carpet
10. Spot clean carpet

B. Weekly

1. Clean interior of oven
2. Spray buff composition floors

C. Monthly

1. Clean interior of trash containers

D. Quarterly

1. Scrub and refinish all composition floors

E. Annually

1. Refinish composition floors, apply five coats of finish

V. STAIRWELLS

A. Daily

1. Sweep stairs and landings
2. Spot clean exit doors
3. Spot clean wall to hand height (70")
4. Dust hand rails
5. Spot mop stairs

(Stairwells continued)

B. Weekly

1. Mop stairs
2. Damp clean hand rails, ledges, and sills

VI. ELEVATORS

A. Daily

1. Vacuum carpet
2. Spot clean carpet
3. Spot clean interior walls and doors
4. Clean key board

B. Weekly

1. Clean interior walls and doors
2. Clean elevator tracks
3. Pac vac carpeting

ANNUAL CLEANING SPECIFICATIONS

Cleaning Operations based on Yearly Procedures in Residence Halls:

I. BEDROOMS

- A. Ceilings - cobwebs
- B. Remove thumbtacks, etc. from bulletin boards
- C. Clean tops of lights
- D. Clean mirrors
- E. Clean clothes rods in closets
- F. Clean shelves and radiators
- G. Clean inside of door facings and doors
- H. Sweep floor
- I. Vacuum mattresses
- J. Wash furniture - (special attention to dressers and desk drawers)
- K. Wash walls
- L. Wash windows - sill, chrome and screens
- M. Clean corners and baseboards - using putty knife and corner brush
- N. Scrub and wax floors

II. KITCHENS

- A. Ceilings - cobwebs and food particles
- B. Clean light fixtures
- C. Wash walls
- D. Wash windows
- E. Clean stove, including oven
- F. Clean cabinets, inside and outside, special attention to cabinet drawers
- G. Clean counter tops, tables, and chairs
- H. Clean all dust catchers
- I. Clean corners and baseboards - using putty knife and corner brush
- J. Scrub and wax floors

III. RESTROOMS

- A. Clean light fixtures
- B. Wash walls, doors, partitions, hand dryers, soap shelf, torpedo cans, etc. use LPH disinfectant detergent and cold water
- C. Scrub showers walls - special attention to chrome and soap trays
- D. Clean windows, ceiling and vents
- E. Clean commodes and urinals (bowl cleaner inside of bowl only)

(Restrooms continued)

- F. Clean mirrors, sinks and plumbing underneath sinks
- G. Clean bathtubs using LPH solution
- H. Scrub floors using lime scale remover (for buildup) and floor machine

IV. SUPPLY ROOMS AND CLOSETS

- A. Clean vents
- B. Wash walls
- C. Wash shelves and sinks
- D. Organize supplies
- E. Machine scrub floor and wax where acceptable

V. RECREATION ROOMS

- A. Ceilings
- B. Clean light fixtures
- C. Vacuum draperies or dry clean
- D. Wash walls and clean paneling
- E. Wash windows, sills, screens, chrome, radiators, door facings, and doors
- F. Leather chairs - wash or shampoo (depending on fabric)
- G. Clean tables and polish
- H. Wash and disinfect torpedo and trash cans
- I. Empty and wash all ash stands
- J. Vacuum and shampoo carpet
- K. Machine scrub and wax tile floors

VI. CORRIDORS

- A. Clean ceilings
- B. Remove tape, paper cobwebs, etc. from ceiling
- C. Wash walls as necessary
- D. Wash windows, sills, and clean chrome
- E. Wash and disinfect trash chutes and trash rooms
- F. Clean water fountain
- G. Wash fire doors and clean glass
- H. Clean elevators floors, and doors (special attention to corners)
- I. Scrub and wax floors

VII. LOBBY AND CONCESSION AREAS, OFFICE

- A. Clean ceilings
- B. Clean light fixtures
- C. Wash walls and clean panels (polish)
- D. Clean windows, sills, and radiators
- E. Clean and disinfect trash receptacles
- F. Wash woodwork
- G. Wash and shampoo furniture
- H. Wash or polish tables
- I. Clean lamps
- J. Shampoo carpets
- K. Machine scrub (using red soap and hot water)
- L. Machine polish

VIII. STAIRWELLS

- A. Clean light fixtures
- B. Wash walls
- C. Clean windows
- D. Wash hand rails and polish
- E. Scrub steps with hand brush (special attention to corners)
- F. Scrub stairwell landing with floor machine

