	Custodial Frequency and Service Level						
	Chart - 2022 (What can we do with the						
	people we have now)						
	people we have now,			Service Leve	l 2		
Area Type	TASKS	Daily	Weekly	Monthly	Other		
Restrooms	Clean Mirrors, Sinks, Fixtures and glass entries	Х					
	Clean/Disinfect Toilets and Urinals	Х					
	Restock Dispensers with appropriate products	Х					
	Empty waste containers	Х					
	Sweep, dust mop floors	Х					
	Disinfect mop floors	Х					
	Dust blinds/ vents			Х			
	Clean Partitions and Doors		Х				
	High/low dusting		Х				
	Spot clean walls and doors	Х					
	Clean waste containers				As Needed		
	Restorative Floor maintenance				2 yrs.		
		Service Level 3					
	TASKS	Daily	Weekly	Monthly	Other		
Locker Rooms	Clean Mirrors, Sinks and Fixtures	X					
	Clean/Disinfect Toilets and Urinals	Χ					
	Restock Dispensers with appropriate products	Х					
	Empty waste containers	Χ					
	Sweep, dust mop floors	Χ					
	Disinfect / Wet mop floors	Х					
	Clear Shower Drains	Х					
	Deep clean / scrub showers			Х			
	Dust vents			Х			
	Clean Partitions and Doors		X				
	High/low dusting		Х				
	Spot clean walls / doors				As Needed		
	Restorative Floor maintenance				2 yrs.		

Area Type	TASKS	Service Level 3				
		Daily	Weekly	Monthly	Other	
Clinics / Medical HSC	Empty waste/ recycling containers	Х				
	Restock Dispensers with proper products	Х				
	Dust, clean, disinfect flat surfaces	Х				
	Sweep, dust-mop floors	Х				
	Wet Mopping		Х			
	Clean Telephones		Х			
	Straighten furniture	Х				
	Vacuum carpet		Х			
	Spot Mop				As Needed	
	Spot-clean walls and doors				As Needed	
	Dust high surfaces			Х		
	Dust Blinds / Vents			Х		
	Spray buff hard surface floors			Х		
	Restorative Floor maintenance				2 yrs.	
	Remove hazardous waste	X				
				Service Level 3		
	TASKS	Daily	Weekly	Monthly	Other	
Labs / Research Area	Empty waste/ recycling containers	Х				
	Sweep, dust-mop floors	X				
	Wet Mop floors		X			
	Clean Telephones		Х			
	Spot Mop				As Needed	
	Dust Blinds / Vents			X		
	Spray-buff/burnish floors			Х		
	Restorative Floor maintenance				2 yrs.	
	Remove hazardous waste	Х				

		Service Level 3				
Area Type	TASKS	Daily	Weekly	Monthly	Other	
Classrooms/ Auditoriums	Empty waste/ recycling containers(1/2 full)	Χ				
Library areas	Clean chalkboards/whiteboards / trays/erasers	Х				
	Clean telephone		Х			
	Replenish disinfectant bottles and wipes on carts		Х			
	Wet Mopping				2x wk.	
	Straighten furniture/ wet clean desktops		Х			
	Vacuum carpet		Х			
	Sweep, dust-mop floors	Х				
	Dust flat surfaces -			Х		
	Spot Mopping				As Needed	
	Spot clean walls / doors				As Needed	
	Restorative Floor Maintenance				2 yrs.	
	Dust blinds / Vents				6X yr.	
	Spray-buff/burnish floors				6x yr.	
	Spot clean carpet				As Needed	
				Service Level	3	
	TASKS	Daily	Weekly	Monthly	Other	
Public Areas	Empty waste / recycling containers(1/2 full)	Χ				
	Sweep, Dust-mop floors	Χ				
Halls, lobbies,elevators	Clean water fountain		Х			
Stairs, lounges, kitchens	Vacuum carpet		Х			
	Clean telephone		Х			
	Dust flat surfaces -			Х		
	Spot Mop				As Needed	
	Spot-clean walls and doors				As Needed	
	Spot-Clean carpet				As Needed	
	Spray-buff/burnish floors		Х			
	Wet Mop		Х			
	Auto-scrub floor (if available)		Х			
	Straighten furniture/ wet clean desktops				3x wk.	
	Entrance glass doors and vestibules				3x wk.	
	Dust / wipe window sills				ALT WKS	
	Restorative floor maintenance				2 yrs.	
	Dust Blinds / Vents			Quarterly		

Area Type	TASKS	Daily	Weekly	Monthly	Other	
Office Areas	Empty Recycling containers ( 1/2 Full)	X	,	,		
	Empty Trash containers				Office occupants empty their own trash containers out to a centrally located container	
	Sweep, dust mop floors		Х			
	Vacuum		Х			
	Dust furniture and flat surfaces		Х			
	Clean telephones		Х			
	Wet Mop			Х		
	Dust Blinds / Vents			Quarterly		
	Spot Mop				As Needed	
	Spot-clean walls and doors				As Needed	
	Spot Clean Carpet				As Needed	
	Restorative Floor maintenance				2 yrs.	
Special Space Type	TASKS					
	Wet Labs (HSC) Trap cleaning		3x wk			
	Medical Waste Removal - HSC	Х				
	Medical Waste Removal - Belknap* Lab Requested through Work Control				As Needed	
* As Nee	ded - When dirt , dust, smudges, or stains are obvious c	r recepta	cles are od	orous.		
	Chargeable Services - Scheduled in advance via Wo	rk Order				
	Chargeable Services - Scheduled in advance via vvo	ik Oldel				
	Cleaning Tasks Beyond the Scope of Routine Service	<u>e:</u>				
	Upholstery / Furniture Cleaning					
	Event staffing / Pre or Post Event Maintenance					
	Move in or Move out Assistance					
	Restorative Floor Care beyond stated frequency					