

**Custodial Frequency and Service Level
Chart - 2022 (What can we do with the
people we have now)**

| | | Service Level 2 | | | | | | |
|---------------------|--|------------------------|--------|---------|-----------|--|--|--|
| Area Type | TASKS | Daily | Weekly | Monthly | Other | | | |
| Restrooms | Clean Mirrors, Sinks, Fixtures and glass entries | X | | | | | | |
| | Clean/Disinfect Toilets and Urinals | X | | | | | | |
| | Restock Dispensers with appropriate products | X | | | | | | |
| | Empty waste containers | X | | | | | | |
| | Sweep, dust mop floors | X | | | | | | |
| | Disinfect mop floors | X | | | | | | |
| | Dust blinds/ vents | | | X | | | | |
| | Clean Partitions and Doors | | X | | | | | |
| | High/low dusting | | X | | | | | |
| | Spot clean walls and doors | X | | | | | | |
| | Clean waste containers | | | | As Needed | | | |
| | Restorative Floor maintenance | | | | 2 yrs. | | | |
| | | Service Level 3 | | | | | | |
| Area Type | TASKS | Daily | Weekly | Monthly | Other | | | |
| Locker Rooms | Clean Mirrors, Sinks and Fixtures | X | | | | | | |
| | Clean/Disinfect Toilets and Urinals | X | | | | | | |
| | Restock Dispensers with appropriate products | X | | | | | | |
| | Empty waste containers | X | | | | | | |
| | Sweep, dust mop floors | X | | | | | | |
| | Disinfect / Wet mop floors | X | | | | | | |
| | Clear Shower Drains | X | | | | | | |
| | Deep clean / scrub showers | | | X | | | | |
| | Dust vents | | | X | | | | |
| | Clean Partitions and Doors | | X | | | | | |
| | High/low dusting | | X | | | | | |
| | Spot clean walls / doors | | | | As Needed | | | |
| | Restorative Floor maintenance | | | | 2 yrs. | | | |

| Area Type | TASKS | Service Level 3 | | | | | | |
|--------------------------------|---|------------------------|--------|-----------|-----------|--|--|--|
| | | Daily | Weekly | Monthly | Other | | | |
| Classrooms/ Auditoriums | Empty waste/ recycling containers(1/2 full) | X | | | | | | |
| Library areas | Clean chalkboards/whiteboards / trays/erasers | X | | | | | | |
| | Clean telephone | | X | | | | | |
| | Replenish disinfectant bottles and wipes on carts | | X | | | | | |
| | Wet Mopping | | | | 2x wk. | | | |
| | Straighten furniture/ wet clean desktops | | X | | | | | |
| | Vacuum carpet | | X | | | | | |
| | Sweep, dust-mop floors | X | | | | | | |
| | Dust flat surfaces - | | | X | | | | |
| | 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) | X | | | | | | |
| | Sweep, Dust-mop floors | X | | | | | | |
| Halls, lobbies,elevators | Clean water fountain | | X | | | | | |
| Stairs, lounges,kitchens | Vacuum carpet | | X | | | | | |
| | Clean telephone | | X | | | | | |
| | Dust flat surfaces - | | | X | | | | |
| | Spot Mop | | | | As Needed | | | |
| | Spot-clean walls and doors | | | | As Needed | | | |
| | Spot-Clean carpet | | | | As Needed | | | |
| | Spray-buff/burnish floors | | X | | | | | |
| | Wet Mop | | X | | | | | |
| | Auto-scrub floor (if available) | | X | | | | | |
| | 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 | | | | |

