

WILLIAM & MARY CUSTODIAL TASK & FREQUENCY LIST

PUBLIC SPACE: ENTRANCES, LOBBIES, AND CORRIDORS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling as needed	X				
Dust, or wipe all furniture	X				
Dust or wipe reachable horizontal and vertical surfaces		X			
Spot clean walls, doors, and glass	X				
Clean and sanitize drinking fountains and bottle fillers	X				
Clean water coolers		X			
Dust or vacuum reachable vents			X		
Sweep and mop floors	X				
Detail edge floor and buff floor		X			
Strip & wax or scrub and recoat floors					1X
Vacuum interior walk-off mats, sweep exterior walk-off mats	X				
Vacuum carpet, spot clean daily	X				
Detail edge carpets		X			
Clean carpet					2X
Sweep handicap ramp, stoop and side walk to main walkway	X				
STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors	X				
Dust or wipe reachable horizontal and vertical surfaces		X			
Clean Handrails		X			
MULTI-PURPOSE ROOMS & WORK ROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean sinks, counters, cabinet fronts, stock product dispensers	X				
Spot clean walls, doors, and glass	X				
Dust or wipe reachable horizontal and vertical surfaces		X			
Dust all furniture	X				
Dust or vacuum reachable vents			X		
Sweep and mop floor	X				
Detail edge floor and buff		X			
Strip and wax floor, scrub and recoat					1X
Vacuum carpet, spot clean	X				
Detail edge carpet			X		
Clean carpet					2X

BREAK ROOMS, KITCHENS & KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		2X			
Clean sink, counter & cabinet fronts	X				
Fill product dispensers	X				
Clean white boards on request					
Wipe exterior of small appliances	X				
Wipe exterior of large appliances	X				
Detail clean stove and refrigerator (by work order)					
Spot clean walls, door and glass	X				
Wipe or dust, tables, chairs and other furniture	X				
Clean water cooler		X			
Dust or wipe all reachable horizontal and vertical surfaces		X			
Sweep and mop floors	X				
Detail floor edge and buff		X			
Strip and wax or scrub and recoat					1X
Vacuum carpet spot clean daily	X				
Detail edge carpet			X		
Clean carpet					2X
WORK SPACE: OFFICES & CUBICLES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect recycle		2X			
Dust or wipe all unobstructed furniture surfaces		X			
Sanitize phone		X			
Dust or wipe unobstructed horizontal and vertical surfaces		X			
Spot clean walls, doors and glass		X			
Dust or vacuum reachable vents			X		
Vacuum carpets spot clean as needed		X			
Detail carpet edge			X		
Clean carpet					1X
Sweep and mop floor		X			
Detail floor edge			X		
Strip and wax or scrub and recoat floor					1X

LAUNDRY ROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect recycle		X			
Clean sink, counter, stock product dispensers	X				
Dust reachable horizontal and vertical surfaces		X			
Spot clean walls, doors and glass	X				
Dust tables, other furniture	X				
Sweep and mop floor	X				
Detail edge floor and buff		X			
Strip and wax or scrub and recoat floor					1X
Dust and/or vacuum vents			X		
Clean washers and dryers exteriors only; clean lint traps	X				
Clean behind washers and dryers					2X
ELEVATORS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean and polish walls, doors, and button push plate	X				
Dust or wipe reachable horizontal and vertical surfaces		X			
Clean and polish elevator tracks		X			
Sweep and mop floor	X				
Detail edge floor and buff		X			
Strip and wax or scrub and recoat floor					2X
Vacuum carpet, spot clean daily	X				
Detail edge carpet		X			
Clean carpet					2X
MEETING SPACE: CONFERENCE ROOMS, MEETING ROOMS & TEAM ROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect and properly dispose of trash	X				
Collect recycle as needed		X			
Dust all furniture	X				
Dust or wipe reachable horizontal and vertical surfaces		X			
Dust or vacuum reachable vents			X		
Clean and sanitize phone	X				
Spot clean walls, doors, and glass	X				
Vacuum carpet, spot clean daily	X				
Detail carpet edge			X		
Clean carpet					1X
Sweep and mop floor	X				
Detail edge floor and buff		X			
Strip and wax, scrub and recoat floor					1X

TEACHING SPACE: CLASSROOMS, CLASS LABS & RESEARCH LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect recycle as needed		X			
Clean sink, counter and cabinet fronts	X				
Research Lab, clean sink and counter on request					
Stock product dispensers	X				
Clean chalk and white boards on request (not at all in Law School)					
Dust reachable horizontal and vertical surfaces		X			
Spot clean walls, doors and glass	X				
Clean student desk, and dust all furniture	X				
Straighten furniture	X				
Dust or vacuum reachable vents			X		
Sweep and mop floor	X				
Strip and Wax (As planned with professional staff)					1X
Vacuum carpet, spot clean daily	X				
Detail edge carpet			X		
Clean carpet (As planned with professional staff)					1X
RESTROOMS, SHOWER ROOMS & LOCKER ROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect and properly dispose of trash	X				
Empty and disinfect sanitary product receptacles	X				
Clean and disinfect counters, sinks, toilets, urinals	X				
Detail clean and disinfect showers, curtains	X				
Remove hard water deposits from sinks, toilets, urinals, showers		X			
Spot clean walls, doors, and partitions	X				
Clean and disinfect dispensers and adjacent surfaces	X				
Clean mirrors, fill dispensers	X				
Check dispensers for proper operation	X				
Clean and sanitize seating	X				
Spot clean locker fronts, dust locker tops		X			
Clean wall mounted dryers and blowers	X				
Clean all reachable horizontal and vertical surfaces	X				
Dust door vents,		X			
Clean and disinfect baby changing stations	X				
Clean floor drains	X				
Sweep and mop floors	X				
Detail edge carpet		X			
Machine scrub floor		X			
Vacuum carpet, spot clean	X				
Detail edge carpet		X			
Clean carpet					2X

LIBRARIES, COLLECTIONS & ARCHIVES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect and properly dispose of trash	X				
Collect recycle as needed	X				
Dust or wipe all furniture		X			
Straighten furniture	X				
Dust book shelves upon request					
Clean counters and cabinet fronts	X				
Fill any product dispensers	X				
Spot clean walls, doors, and glass	X				
Dust reachable horizontal and vertical surfaces, (non-stack areas)		X			
Clean and sanitize drinking fountains and bottle fillers	X				
Dust or vacuum reachable vents			X		
Sweep and mop floor	X				
Detail edge floor and buff		X			
Strip and wax or scrub and recoat floor					2X
Vacuum carpet, spot clean daily	X				
Detail edge carpet		X			
Clean carpets					2X
SHARED SPACE: CAFES, BISTROS & KIOSKS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect and properly dispose of trash	2X				
Collect recycle as needed	X				
Clean counter fronts and tops (No cleaning beyond counter top)	X				
Spot clean walls, doors and glass	X				
Dust or wipe all reachable horizontal and vertical surfaces		X			
Dust or vacuum reachable vents			X		