

**Custodial Service Levels**

	OFFICES	LABS	CLINICAL	AUDITORIUMS/ CLASSROOMS	CONFERENCE	ELEVATORS	KITCHEN	LACTATION	RESTROOMS	COMMON (Entranceways, Stairwells, Hallways/Lobbies)
<b>FLOORS</b>										
Sweep or Vacuum	1x per week	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily 2x per week (stairwells)
Spot Clean Carpet	As needed		As needed	As needed	As needed	As needed		As needed		As needed
Wet Mop	As needed	1x per week	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily 2x per week (stairwells)
Shampoo Carpet or Scrub/Refinish Tile	Annually	Annually	Annually	Annually	Annually	Annually	Annually	Annually	Annually	Annually
Burnish Tile		Upon customer request	1x per week				1x per week	1x per week		1x per week
Vacuum/Extract Walk-Off Mats										As needed
<b>TRASH/RECYCLE</b>										
Empty Trash Containers/Replenish Liners	3x per week	Daily	Daily	Daily	Daily		Daily	Daily	Daily	Daily
Empty Recycle Containers	2x per week	2x per week	Daily	2x per week	2x per week		Daily			2x per week
Clean Trash/Recycle Containers	As needed	As needed	As needed	As needed	As needed		As needed	As needed	As needed	As needed
<b>FLAT SURFACES/WALLS/FURNITURE</b>										
Dust Surfaces	1x per week		Daily	1x per week	1x per week		1x per week	1x per week	1x per week	1x per week
Dust Vents	1x per month	Upon customer request	Daily	1x per week	1x per week	1x per week	1x per week	Daily	1x per week	1x per week
Spot Clean Partitions/Walls/Doors	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Sanitize Furniture	1x per week		Daily	Daily	Daily		Daily	Daily		Daily
High Dusting										As needed
<b>RESTROOMS/KITCHENS/LACTATION RMs</b>										
Restock Dispensers & Check Functionality							Daily	Daily	Daily	Daily
Disinfect Toilets/Urinals									Daily	
Clean Mirrors			Daily						Daily	
Disinfect Counters, Sinks and Tabletops			Daily				Daily	Daily	Daily	
Wipe Down Cabinet Fronts			Daily				As needed	Daily		
Clean Lactation Room Microwaves - Inside								Daily		
Disinfect Lactation Room Pumps								Daily		
Clean Lactation Room Refrigerator - Inside								Daily		
<b>OTHER</b>										
Spot Clean Window/Door Glass	As needed	As needed	As needed	As needed	As needed		As needed			As needed
Wipe/Clean Water Fountains										Daily
Clean Windows/Sills (Inside Only)	1x per week	1x per week	1x per week	1x per week	1x per week		1x per week			1x per week
Clean White Boards				Daily (unless otherwise noted)						
<b>COVID ENHANCED CLEANING</b>										
Disinfect hand rails, push plates		Daily	Daily	Daily		Daily		Daily	Daily	Daily
Disinfect elevator buttons						Daily				
Disinfect door handles, light switches	Daily	Daily	Daily	Daily	Daily		Daily	Daily	Daily	Daily
Disinfect water fountains			Daily							Daily