



SUB-TOPIC

**CLEANING AND WAXING FREQUENCIES**

The following schedule lists the minimum frequencies for custodial services to ensure that University cleaning standards are maintained:

<u>Operation</u>	<u>Frequency</u>
Empty Waste Baskets	Daily
Clean Drinking Fountains	Daily
Empty Ash Trays and Urns	Daily
Vacuum Floors	
Classrooms	Daily
Offices	Daily
Corridors	Daily
Public Areas	Daily
Auditoriums	Daily
Cafeterias	Daily
Clean Toilets and Replenish	
Paper Stock	Daily
Clean Chalkboards, Erasers and	
Trays	Daily or upon request
Damp Mop Tile Floors	
Laboratories	Daily
Work Areas	Daily
Corridors	Daily
Public Areas	Daily
Restrooms	Daily
Dust Furniture, Public Areas	Weekly
Dust Venetian Blinds	Weekly
Wash Walls	Quarterly
Strip and Wax Tile Floors	
Laboratories	Quarterly
Work Areas	Quarterly
Corridors	Quarterly
Public Areas	Quarterly

A request to increase the frequency of any of the above custodial services for a specific area may be made with proper justification, using the procedure outlined in "Request for Services," this section.