

Building Services Cleaning Matrix – Weekly

Classroom

Item	Action	Frequency
Chalkboards, Instructor ¹	Clean	3x weekly
Chalkboards, Instructor ¹	Stock	3x weekly (centrally scheduled facilities only)
Door glass	Spot clean	Weekly
Floors, Carpet	Vacuum	3x weekly
Floors, Hard surface	Damp mop	Weekly
Floors, Hard surface	Dust mop	3x weekly
Furniture, Instructor	Spot clean	Weekly, if needed, for operational use
Lighting	Replaced	Daily, if needed
Recycle	Empty	Daily, if needed
Small debris, Floor	Pick up	Daily
Trash containers	Spot clean	Weekly, if needed
Trash	Empty	Daily
Whiteboards, Instructor ¹	Clean	3x weekly, if needed
Whiteboards, Instructor ¹	Stock	3x weekly (centrally scheduled facilities only)

Conference Room

Item	Action	Frequency
Chalkboards, Instructor	Clean	Weekly
Door glass	Spot clean	Weekly
Floors, Carpet	Vacuum	Weekly
Floors, Hard surface	Damp mop	Weekly
Floors, Hard surface	Dust mop	3x weekly
Lighting	Replaced	Daily, if needed
Recycle	Empty	2x weekly
Small debris, Floor	Pick up	Daily
Trash containers	Spot clean	Weekly, if needed
Trash	Empty	Daily, if needed
Whiteboards	Clean	Weekly, if needed

¹ Building Services only supports instructor chalkboards/whiteboards in classrooms. All others are a customer's responsibility. Instructor chalkboards/whiteboards are those in a classroom primarily used by the instructor.

Elevator

Item	Action	Frequency
Doors	Spot clean	Daily
Lighting	Replaced	Daily, if needed
Walls	Spot clean	Weekly
Windows	Clean	Weekly

Entranceway

Item	Action	Frequency
Door glass	Spot clean	3x weekly
Doors	Spot clean	Weekly
Floors, Carpet	Vacuum	Daily
Floors, Hard surface	Damp mop	Weekly
Floors, Hard surface	Dust mop	Daily
Lighting	Replaced	Daily, if needed
Recycle	Empty	Daily, if needed
Walls	Spot clean	Weekly
Windows	Clean	Weekly

Libraries

Item	Action	Frequency
Door glass	Spot clean	Weekly
Floors, Carpet	Vacuum	2x weekly
Floors, Hard surface	Damp mop	Weekly
Floors, Hard surface	Dust mop	2x weekly
Lighting	Replaced	Daily, if needed
Recycle	Empty	Daily, if needed
Small debris, Floor	Pick up	Daily
Trash containers	Spot clean	Weekly, if needed
Trash	Empty	Daily
Water fountains	Clean	Daily

Locker Rooms/Showers

Item	Action	Frequency
Floors, Hard surface	Damp mop	Daily
Lighting	Replaced	Daily, if needed
Recycle	Empty	Daily, if needed
Small debris, Floor	Pick up	Daily

Trash containers	Spot clean	Weekly, if needed
Trash	Empty	Daily
Walls	Spot clean	Daily

Lounge

Item	Action	Frequency
Floors, Carpet	Vacuum	3x weekly
Floors, Hard surface	Damp mop	Weekly
Floors, Hard surface	Dust mop	3x weekly
Lighting	Replaced	Daily, if needed
Recycle	Empty	Daily, if needed
Small debris, Floor	Pick up	Daily
Trash containers	Spot clean	Weekly, if needed
Trash	Empty	Daily
Water fountains	Clean	Daily

Office

Item	Action	Frequency
Door glass	Spot clean	Monthly
Floors, Carpet	Vacuum	Monthly
Floors, Hard surface	Dust mop/Mop	Monthly
Lighting	Replaced	Monthly, as needed
Recycle	Empty	Building occupants empty into centralized waste stations
Trash containers	Spot clean	Monthly, as needed
Trash	Empty	Building occupants empty into centralized waste stations

Patient Treatment Room

Item	Action	Frequency
Door glass	Spot clean	Weekly
Floors, Carpet	Vacuum	Weekly
Floors, Hard surface	Damp mop	Weekly
Floors, Hard surface	Dust mop	Weekly
Lighting	Replaced	Daily, if needed
Recycle	Empty	2x weekly
Small debris, Floor	Pick up	Daily

Trash containers	Spot clean	Weekly, if needed
Trash	Empty	Daily
Walls	Spot clean	Weekly

Public (Circulation or Hallway)

Item	Action	Frequency
Floors, Carpet	Vacuum	3x weekly
Floors, Hard surface	Damp mop	Weekly
Floors, Hard surface	Dust mop	3x weekly
Lighting	Replaced	Daily, if needed
Recycle	Empty	Daily, if needed
Small debris, Floor	Pick up	Daily
Trash containers	Spot clean	Weekly, if needed
Trash	Empty	Daily
Water fountains	Clean	Daily

Research Laboratory

Item	Action	Frequency
Door glass	Spot clean	Weekly
Floors, Carpet	Vacuum	Weekly
Floors, Hard surface	Damp mop	Weekly
Floors, Hard surface	Dust mop	Weekly
Lighting	Replaced	Daily, if needed
Recycle	Empty	3x weekly
Trash containers	Spot clean	Weekly, if needed
Trash	Empty	3x weekly

Residence Hall Sleep/Study

Item	Action	Frequency
Door glass	Spot clean	Weekly
Floors, Carpet	Vacuum	2x weekly
Floors, Hard surface	Damp mop	Weekly
Floors, Hard surface	Dust mop	2x weekly
Lighting	Replaced	Daily, if needed
Recycle	Empty	Daily, if needed
Small debris, Floor	Pick up	Daily
Trash containers	Spot clean	Weekly, if needed

Trash	Empty	Daily
Walls	Spot clean	Weekly
Water fountains	Clean	Daily

Restroom/Washroom

Item	Action	Frequency
Door glass	Spot clean	Daily
Doors	Spot clean	Daily
Floors, Hard surface	Damp mop	Daily
Floors, Hard surface	Dust mop	Daily
Lighting	Replaced	Daily, if needed
Sinks	Disinfect	Daily
Small debris, Floor	Pick up	Daily
Toilets & urinals	Disinfect	Daily
Trash containers	Spot clean	Weekly, if needed
Trash	Empty	Daily
Walls	Spot clean	Weekly

Stairwell

Item	Action	Frequency
Door glass	Spot clean	Weekly
Floors, Carpet	Vacuum	3x weekly
Floors, Hard surface	Damp mop	Weekly
Floors, Hard surface	Dust mop	3x weekly
Lighting	Replaced	Daily, if needed
Recycle	Empty	Daily, if needed

Utility

Item	Action	Frequency
Door glass	Spot clean	Weekly
Floors, Carpet	Vacuum	2x weekly
Floors, Hard surface	Damp mop	Weekly
Floors, Hard surface	Dust mop	2x weekly
Lighting	Replaced	Daily, if needed
Recycle	Empty	Daily, if needed
Small debris, Floor	Pick up	Daily
Trash containers	Spot clean	Weekly, if needed
Trash	Empty	Daily