### BUILDING SERVICES ABBREVIATED CLEANING FREQUENCIES

Please note that this is not a complete listing of our clean frequencies rather a recapitulation of the most relevant frequencies based on customer inquiries.

Last updated April 1, 2018


Note 2: Building Services may agree to clean items and/or frequencies outside our published standards at the customers cost. These service agreements will be negotiated on a case by case basis and we reserve the right to refuse/cancel any agreement based on operational need and/or capabilities.

Note 3: Building Service personnel are directed not to clean appliances, art, award cases and in/around personal items.

Note 4: Building Services does not clean or stock student chalk or white boards.

Note 5: Building Services does not clean/vacuum personal area rugs.

**Footnotes**

1. If Needed
2. Spot Cleaned for Operational Use - Minimal cleaning to return functionality to item
3. Reachable from a six foot ladder
4. Accessible without the use of hand tools
5. Spot cleaned for safety concerns as needed
6. Centralized Scheduling Facilities only
7. Building services support only instructor chalkboard/whiteboards in classrooms, all others are a customers responsibility
8. Building services no longer repairs or installs blinds
9. Primary white/chalkboard in a classroom primarily used by the instructor
10. Flat surfaces that are part of the physical structure of the building, i.e. ledges and vents

**Abbreviations**

- D Daily
- W Weekly
- 2xW Two times a week in conjunction with higher level cleaning
- 3xW Three times a week in conjunction with higher level cleaning
- Wx2 Every two weeks
- M Monthly
- Q Quarterly
- S/A Semi-annual, twice a year
- A Annual, once a year
- 24M Twenty four months
- 12M-36M Schedule project work between 12 and 36 months based on need analysis