

**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 May 1, 2020

AREA	Disinfect Traffic Touchpoint's	Disinfecting, Wide Area	Blinds, Duste <sup>d</sup>	Cabinets, Fixed, Spot Clean	Chalkboards, Instructor, Clean <sup>7</sup>	Chalkboards, Instructor, Stock <sup>6/7</sup>	Door Glass, Spot Clean	Doors, Spot Clean	Flat Structural Surface, <sup>10</sup> Dust	Floors, Carpet, Deep Clean	Floors, Carpet, Spot Clean	Floors, Carpet, Vacuum	Floors, Hard Surface, Damp Mop	Floors, Hard Surface, Dust Mop	Floors, Hard Surface, Scrub/Wax	Floors, Hard Surface, Spot Mop	Furniture, Instructor, Spot Clean	Furniture, Student, Spot Clean	Lighting, Replaced	Partitions, Dust	Recycle, Empty	Sinks, Disinfect	Small Debris, Floor, Pick Up	Toilets & Urinals, Disinfect	Trash Containers, Spot Clean	Trash, Empty	Walls, Spot Clean	Water Fountains, Clean & Disinfect	Whiteboards, Clean	Whiteboards, Instructor, Clean <sup>7/9</sup>	Whiteboards, Instructor, Stock <sup>6/7/9</sup>	Windows, Clean (see Note.1)	
Atriums/Common Areas/Lobbies	D	W	S/A	M				M	12M-36M	M <sup>1</sup>	3xW	W	D/3xW	12M-36M	D			D <sup>1</sup>		D <sup>1</sup>		D		W <sup>1</sup>	D	M	D				S/A		
Auditoriums	D <sup>1</sup>	W <sup>1</sup>	S/A	M	3xW		W	M	M	12M-36M	M <sup>1</sup>	3xW	W	3xW	12M-36M	3xW			D <sup>1</sup>		D <sup>1</sup>		D		W <sup>1</sup>	D	M		3xW <sup>1</sup>			S/A	
Break rooms / Kitchenettes	D <sup>1</sup>	B/E	S/A				W	M	M	12M-36M	M <sup>1</sup>	2xW	W	2xW	12M-36M	D <sup>1</sup>			D <sup>1</sup>		D <sup>1</sup>		D		W <sup>1</sup>	D	M						
Childcare Facilities	D	D	S/A	M			W	M	M	12M-36M	W1	D	W	D	12M-36M	D			D <sup>1</sup>		D <sup>1</sup>		D		W <sup>1</sup>	D	W					18M	
Classroom Labs	D <sup>1</sup>	B/E	S/A		3xW		W	M	M	12M-36M	M <sup>1</sup>	3xW	W	3xW	12M-36M	D <sup>1</sup>	W <sup>1/2</sup>	M <sup>1/2</sup>	D <sup>1</sup>		D <sup>1</sup>		D		W <sup>1</sup>	D	Q		M	3xW <sup>1</sup>		18M	
Classrooms / Lecture Halls	D <sup>1</sup>	W <sup>1</sup>	S/A	M	3xW	3xW <sup>6</sup>	W	M	M	12M-36M	M <sup>1</sup>	3xW	W	3xW	12M-36M	D <sup>1</sup>	W <sup>1/2</sup>	M <sup>1/2</sup>	D <sup>1</sup>		D <sup>1</sup>		D		W <sup>1</sup>	D	M		M	3xW <sup>1</sup>	3xW <sup>1/6</sup>	18M	
Conference	D <sup>1</sup>	B/E	S/A	M	W		W	M	M	12M-36M	M <sup>1</sup>	W	W	W	12M-36M	W <sup>1</sup>			D <sup>1</sup>		2xW		D		W <sup>1</sup>	D <sup>1</sup>	M		W <sup>1</sup>			18M	
Elevators	D	W <sup>1</sup>	S/A					D	12M-36M						12M-36M	D <sup>1</sup>			D <sup>1</sup>									W				W	
Entrances	D	W <sup>1</sup>	S/A	M			3xW	W	W	12M-36M	W <sup>1</sup>	D	W	D	12M-36M	D			D <sup>1</sup>		D <sup>1</sup>						W						W
Hallways	D <sup>1</sup>	B/E	S/A	M				M	12M-36M	M <sup>1</sup>	D/3xW	W	D/3xW	12M-36M	D				D <sup>1</sup>		D <sup>1</sup>		D		W <sup>1</sup>	D	M	D				18M	
Industrial / Machining Areas	B/E	B/E																			D <sup>1</sup>						D <sup>1</sup>						
Libraries	D <sup>1</sup>	W <sup>1</sup>	S/A	M			W	M	M	12M-36M	M <sup>1</sup>	2xW	W	2xW	12M-36M	2xW			D <sup>1</sup>	M	D <sup>1</sup>		D		W <sup>1</sup>	D	M	D				18M	
Locker Rooms / Showers	D	D	S/A	M									D						D <sup>1</sup>		D <sup>1</sup>		D		W <sup>1</sup>	D	D						
Offices / Cubicles (Enter 2x/week)	B/E	B/E	S/A				W	M	M	12M-36M	M <sup>1</sup>	W	M	W	12M-36M	W <sup>1</sup>			2xW <sup>1</sup>	M	2xW				W <sup>1</sup>	2xW	M					18M	
Patient Treatment Area	D	B/E	S/A	M			W	M	M	12M-36M	M <sup>1</sup>	W	W	W	12M-36M	W			D <sup>1</sup>		2xW		D		W <sup>1</sup>	D	W					18M	
Research Labs	B/E	B/E					W	M		12M-36M	M <sup>1</sup>	W	W	W	12M-36M				D <sup>1</sup>		3xW				W <sup>1</sup>	3xW							
Restrooms	D	D	S/A	M			D	D	W	12M-36M			D	D					D <sup>1</sup>			D	D	D	W <sup>1</sup>	D	W						
Stairwells	D <sup>1</sup>	B/E	S/A	M			W	M	M	12M-36M	M <sup>1</sup>	3xW	W	3xW		2xW <sup>5</sup>			D <sup>1</sup>		D <sup>1</sup>						M					18M	
Study Rooms	D <sup>1</sup>	B/E	S/A	M			W	M	M	12M-36M	M <sup>1</sup>	2xW	W	2xW	12M-36M	2xW		W <sup>1/2</sup>	D <sup>1</sup>		D <sup>1</sup>		D		W <sup>1</sup>	D	W	D				18M	

**Note 1:** Building Services contracts cleaning of exterior windows biennially. Window frequency above is for cleaning internal side of external windows. Other interior windows are treated as walls for frequency purposes.

**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 Services cleaning predicated by use: cleaning frequencies may not be followed in areas not actively being utilized in order to support deep cleaning and/or floor maintenance projects.

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

Abbreviations

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

D Daily

**Note 6:** Building Service personnel are directed not to clean appliances, art, award cases and in/around personal items

W Weekly

Footnotes

<sup>1</sup> If Needed

<sup>2</sup> Spot Cleaned for Operational Use - Minimal cleaning to return functionality to item

<sup>3</sup> Reachable from a six foot ladder

<sup>4</sup> Accessible without the use of hand tools

<sup>5</sup> Spot cleaned for safety concerns as needed

<sup>6</sup> Centrally Scheduled Facilities only

<sup>7</sup> Bldg Svcs supports only instructor chalkboard/whiteboards in classrooms, all others are a customers responsibility

<sup>8</sup> Bldg Svcs no longer repairs or installs blinds

<sup>9</sup> Primary white/chalkboard in a classroom primarily used by the instructor

<sup>10</sup> Flat surfaces that are part of the physical structure of the building, i.e. ledges and vents

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

B/E By Exception, usually at the request of the customer or driven by extenuating circumstances. May require a work order to support.