

PSU STANDARD CUSTODIAL SERVICE TASK & FREQUENCY LIST

<u>AREA TYPE</u>	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Breakrooms & kitchenettes	X				
Departmental offices		X			
Individual offices			X		
Classrooms, conference rooms, class labs	X				
Non-class labs		X			
Multi-purpose rooms, common areas	X				
Stairwells		3 Times			
<u>TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS</u>	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling	X				
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop hard flooring (except stairwells)	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass		X			
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	X				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets					2 Times
Sweep & spot clean stairwells and landings		3 Times			
Spot clean stairwell walls and doors		X			
<u>TASKS: RESTROOMS</u>	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				
Spot clean walls and doors	X				
Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				

Wipe and disinfect dispensers and adjacent surfaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		x			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass		X			
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings					2 Times
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets					2 Times
Clean whiteboards only on request					
Compost Collection		3 Times			
TASKS: DEPARTMENT & OPEN OFFICE AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		x			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed		X			
Sweep & wet mop all hard surface flooring		X			
Dust reachable horizontal surfaces			2 Times		
Remove fingerprints from doors & partition glass		X			
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture			2 Times		
Dust all sills, ledges & moldings			2 Times		
Clean door kick plates & thresholds			2 Times		
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings					2 Times
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets					2 Times
Clean whiteboards only on request					
Compost Collection		3 Times			

TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash			n/a		
Vacuum carpeted areas; spot clean as needed			X		
Sweep & dust mop all hard surface flooring			X		
Dust reachable horizontal surfaces			X		
Remove fingerprints from doors & partition glass			X		
Spot clean walls and doors			X		
Dust desks, chairs, tables & other furniture			X		
Dust all sills, ledges & moldings			X		
Clean door kick plates & thresholds			X		
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings					2 Times
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					
TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean chalkboards/white boards; replenish erasers, markers & chalk as needed	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass		X			
Spot clean walls and doors	X				
Straighten furniture	X				
Clean sinks	X				
Refill soap and paper towel dispensers	X				
Dust desks, chairs, tables & other furniture		X			
Wipe classroom tabletops	X				
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings					2 Times
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets					2 Times
TASKS: NON-CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		X			
Collect & properly dispose of recycling		X			
Vacuum carpeted areas; spot clean as needed		X			
Sweep & wet mop all hard surface flooring		X			
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass		X			
Spot clean walls and doors		X			

Clean sinks		X			
Refill soap and papertowel dispensers		X			
Dust desks, chairs, tables & other furniture		X			
Wipe lab tabletops		N/A			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings					2 Times
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets					2 Times
<u>TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS</u>	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass		X			
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings					2 Times
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets					2 Times
Clean whiteboards only on request					