

General Custodial Guidelines

The following guidelines represent the Facilities Management's broad overview of routine custodial services and the general frequency of various cleaning tasks, given current campus resource constraints. Please note that the schedule and tasks described herein are subject to change without notice based on daily staffing levels, inclement weather, and emergency matters.

All instructional spaces and toilet rooms will be cleaned and disinfected overnight, using approved disinfectants. During the day, restrooms will be cleaned and disinfected as many as 1 to 3 times, depending on whether it is a high-use location (Campus Center, classrooms building) versus typical third floor limited office locations. During the day, high-use high touch surfaces, such as exterior door handles hand rails and elevator buttons, will be disinfected 1 to 3 times. Individual offices and front-facing counters (such as mail room and financial aid) will be issued disinfectant kits for DIY as necessary, however, plexiglass barriers and queuing markers will be installed to limit touch/contact points.

The University will follow Campus-wide cleaning and disinfection protocols for classrooms, residence halls, restrooms, and other facilities, consistent with CDC and Department of Health guidance as communicated by SUNY System Facilities management.

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Higher_Education_Summary_Guidelines.pdf

<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

<https://coronavirus.health.ny.gov/home>

General Custodial Guidelines

I. Uptown Academic Podium; Downtown Academic Campus; Athletics; and Out Buildings

A. PUBLIC AREAS – ENTRANCES, LOBBIES, AND HALLWAYS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Unlock academic building main entrance doors ➤ Dust mop, wet mop or auto scrub vinyl or terrazzo floors, three days a week. ➤ Empty trash and recycling bins and replace liners ➤ Wash and disinfect water fountains ➤ Remove graffiti ➤ Wash and disinfect doors and door jams ➤ Walk off mats vacuumed 	<ul style="list-style-type: none"> ➤ Public area trash cans cleaned ➤ Carpeted areas vacuumed as needed. ➤ Windows and door glass spot cleaned as necessary. ➤ Gum removal 	<ul style="list-style-type: none"> ➤ Burnish public areas, hallways, and entrances if time/staffing permit ➤ Remove tape and stickers from walls ➤ Remove posters/paper from walls ➤ Remove dust, dirt and cobwebs from Corners and Edges 	<ul style="list-style-type: none"> ➤ Floors top scrubbed/ stripped and waxed. ➤ Walk off mats cleaned or replaced ➤ Glass display cases dusted ➤ Spot cleaning of walls ➤ Dust all vents, radiators and ledges 	<ul style="list-style-type: none"> ➤ Set up, break down, and clean up after events. ➤ Snow removal
B. CLASSROOMS, TEACHING LABS, LECTURE CENTER, AND THEATERS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Clean white and chalk boards ➤ Floors dust mopped, wet mopped or vacuumed, three days a week. ➤ Desks straightened. ➤ Replace white board erasers/markers as needed. ➤ Wash and disinfect table tops ➤ Sweep large debris ➤ Remove graffiti 	<ul style="list-style-type: none"> ➤ Clean trash cans. ➤ Remove dust, dirt and cobwebs from corners and edges ➤ Gum removal ➤ Vacuum carpets 		<ul style="list-style-type: none"> ➤ Top scrub/strip/wax/ burnish vinyl tile floors. ➤ Bonnet buff/extract carpets. ➤ Wash walls ➤ Wash window sills 	<ul style="list-style-type: none"> ➤ Set up, break down, and clean up after events.

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<ul style="list-style-type: none"> ➤ Empty trash and recycling bins and replace liners on building trash pickup schedule ➤ Wash and disinfect doors and door jams 				
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C. STAIRWELLS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Swept if needed. ➤ Spot mopped if needed. ➤ Remove graffiti ➤ Wash and disinfect hand railings ➤ Wash and disinfect doors and door jams 	<ul style="list-style-type: none"> ➤ Dust all windows, ledges ➤ Remove dust, dirt and cobwebs from corners and edges ➤ Gum removal 	<ul style="list-style-type: none"> ➤ Mopped/scrubbed stairs ➤ Remove tape and stickers from walls ➤ Remove posters/paper from walls 	<ul style="list-style-type: none"> ➤ Landings top scrubbed/stripped/waxed buffed. ➤ Dust all vents, radiators, ledges and baseboards ➤ Wash walls ➤ Wash baseboards 	

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D. OFFICES, CONFERENCE ROOMS, LIBRARIES, BREAK ROOMS, KITCHENETTES, AND RECEPTION AREAS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Occupants responsible for cleaning tables, appliances, and/or countertops in Kitchenettes. ➤ Remove trash and clean/wash floors. ➤ Wash and disinfect doors and door jams ➤ Private office trash pickup will be three times each week. Schedule may be altered based on project work and/or staffing levels 	<ul style="list-style-type: none"> ➤ Wash trash cans and recycling bins ➤ Gum removal ➤ Wipe down tables and reset chairs, as needed, conference rooms only 	<ul style="list-style-type: none"> ➤ Vacuum carpets- including under desks 	<ul style="list-style-type: none"> ➤ Public area vinyl floors top scrubbed/stripped/waxed/ burnished. ➤ Carpets bonnet buffed and extracted. ➤ Window ledges dusted, clean doors and wall surfaces. ➤ Clean study carrels and desk tops. ➤ Vents dusted. ➤ Display cases dusted. ➤ Wash windows and window sills ➤ Dust vents, radiators and ledges 	<ul style="list-style-type: none"> ➤ Private office carpets shampooed and vinyl tile floors stripped, waxed, and burnished through submission of funded work requests by occupants.

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E. RESEARCH LABS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Empty trash and recycling receptacles, replace liners and dust and/or wet mop accessible labs three times each week. 				<ul style="list-style-type: none"> ➤ Research lab vinyl tile floors are stripped, waxed, and burnished ONLY through submission of funded work requests by occupants. Researcher is responsible for removing all items from the floors and ensuring all equipment and chemicals are secure.

F. CAMPUS CENTER MEETING ROOMS, BALLROOM, LOUNGES, AND FOOD COURT/DINING AREAS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Rooms/Lounges set up for scheduled events ➤ Monitor areas including restrooms during and after events. ➤ Empty trash and recycling receptacles, replace liners. ➤ Spots, spills removed. ➤ Continuous trash removal from all areas when open. ➤ Continuous removal of recyclable materials from food venues. ➤ Continuous spot cleaning of floors during open hours where needed. ➤ Thorough cleaning of all hard and carpeted dining areas. 	<ul style="list-style-type: none"> ➤ Clean trash cans ➤ Walls spot cleaned ➤ Carpets Vacuumed ➤ Gum removal ➤ Lounge furniture vacuumed/dusted 		<ul style="list-style-type: none"> ➤ Carpets bonnet buffed and extracted. ➤ Vinyl tiled floors top scrubbed/ stripped/ waxed/burnished. ➤ Clean Vents, window ledges 	

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G. ELEVATORS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	As NEEDED
<ul style="list-style-type: none"> ➤ Sweep/vacuum/ wipe walls, ceilings, buttons and doors 	<ul style="list-style-type: none"> ➤ Vacuum door tracks 		<ul style="list-style-type: none"> ➤ Replace or clean walk off mat. 	

H. REST ROOMS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	As NEEDED
<ul style="list-style-type: none"> ➤ Empty waste receptacles and change liners ➤ Restock dispensers: soap, paper towels and toilet paper ➤ Sweep and wash floors. ➤ Remove graffiti ➤ Wash and disinfect sinks, toilets, urinals ➤ Clean mirror, temporary program support for SUNY's GOT YOUR BACK: Install mirror clings, 1 per restroom at bottom left corner of mirror ➤ Empty sanitary boxes and replace liners 	<ul style="list-style-type: none"> ➤ Wash Trash Cans and Sanitary Boxes ➤ Spot wash walls. ➤ Dust top of partitions. ➤ Dust vents. ➤ Window ledges dusted. ➤ Wash and disinfect doors and door jams ➤ Remove dust, dirt and cobwebs from corners and edges 		<ul style="list-style-type: none"> ➤ Tiled walls and floors pressure washed. ➤ Thorough cleaning of vents, fixtures and under sinks. ➤ Use buffer on tile floors 	

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I. LOCKER ROOMS AND SHOWER AREAS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	MINIMUM 4 TIMES/YEAR	AS NEEDED
<ul style="list-style-type: none"> ➤ Empty trash receptacles and change liners. ➤ Dust mop floors. ➤ Wet mop. ➤ Sweep shower drains. ➤ Wash and disinfect shower room floors. ➤ Clean mirrors, temporary program support for SUNY's GOT YOUR BACK: Install mirror clings, 1 per restroom at bottom left corner of mirror 	<ul style="list-style-type: none"> ➤ Auto-scrub large locker room floors at least twice each week. ➤ Scrub shower room walls to prevent mildew build-up. ➤ Clean trash cans 	<ul style="list-style-type: none"> ➤ Dust tops of lockers. 	<ul style="list-style-type: none"> ➤ Clean and disinfect the inside of all lockers. 	<ul style="list-style-type: none"> ➤ Clean all carpets. ➤ Pressure wash all shower, drying areas and bathrooms

J. PHYS ED POOL AREA				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Empty trash receptacles and replace liners. ➤ Clean water fountains. ➤ Pool area bathrooms cleaned according to standards. ➤ Entrance areas cleaned of dirt from street shoes. ➤ Edges and corners swept and mopped especially around and under seating areas where auto scrubber cannot reach 	<ul style="list-style-type: none"> ➤ Pool deck auto scrubbed at least once each week if not more often. ➤ Seating areas debris and trash cans cleaned 			

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K. AIR STRUCTURE (“THE BUBBLE”)				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
	<ul style="list-style-type: none"> ➤ Auto scrub floor, if needed. 			<ul style="list-style-type: none"> ➤ Fulfill set up and break down of events according to schedules. ➤ Empty trash receptacles and replace liners. ➤ Sweep floor as needed.

L. SEFCU ARENA				
DAILY TASKS	TWICE WEEKLY TASKS	WEEKLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Unlock building entrance doors ➤ Empty trash receptacles and replace liners. ➤ Clean and disinfect water fountains. ➤ Vacuum walk off mats. ➤ Vacuum carpeted areas 		<ul style="list-style-type: none"> ➤ Setups in Hall of Fame 	<ul style="list-style-type: none"> ➤ Scrub court-covering tarps 	<ul style="list-style-type: none"> ➤ Fulfill set up and break down of events according to schedules. ➤ Thoroughly sweep and mop (if necessary) bleachers after events. ➤ Auto scrub purple running track as needed ➤ Clean doors ➤ Wash outside windows of Hall of Fame, SEFCU lobby and fitness center. ➤ Dust air vents. ➤ Clean inside window frames to hall of fame. ➤ Arena setups for various events. ➤ Auto scrub walk track ➤ Auto scrub gray rubber floor area

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				<ul style="list-style-type: none">➤ Vacuum purple running track➤➤ Sweep and organize loading dock room➤ Sweep and organize storage rooms➤ Dust mop arena floor
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M. ATHLETICS: GYMNASIUM, ACTIVITY AREAS, AND FITNESS CENTER				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Empty trash receptacles and replace liners ➤ Remove trash/soda, water bottles from floors ➤ Dust mop, wet mop and disinfect fitness center floors ➤ Clean and disinfect water fountains ➤ Remove gum, spit, debris ➤ Vacuum walk off mat leading to fitness center ➤ Sweep and mop fitness center office floor ➤ Clean fitness center door glass ➤ Fulfill set up and break down of events according to schedules ➤ Clean Casey stadium press box bathrooms and trash removal (During Fall and Spring season) ➤ Clean Casey stadium press box elevator (During Fall and Spring season). 	<ul style="list-style-type: none"> ➤ Auto scrub A, B and C gym floors at least twice each week. ➤ Sweep and mop racquet/ handball courts on a rotating basis when courts are free 	<ul style="list-style-type: none"> ➤ Pressure washing the Casey stadium concourse bathrooms ➤ Auto scrub dance studio floor and wrestling room floors ➤ Clean dance studio glass and fitness center glass 	<ul style="list-style-type: none"> ➤ Thorough cleaning to include vents, dust mop, wet mopping under treadmills, thorough cleaning of floor and around all equipment. ➤ Thorough cleaning of gymnasiums, racquet/ handball courts, dance studio, wrestling room and varsity weight room. 	<ul style="list-style-type: none"> ➤ Cleaning Casey Stadium elevator tracks. ➤ Cleaning Casey Stadium Ticket boxes. ➤ Vacuuming and trash removal baseball press box ➤ Sweeping and trash removal of lacrosse press box.

II. Residence Halls (Indian, Dutch, Colonial, State, and Alumni Quads)

A. PUBLIC AREAS – ENTRANCES, LOBBIES, AND HALLWAYS LAUNDRY ROOMS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Walk off mats vacuumed. ➤ Dust mop, wet mop or auto scrub vinyl or terrazzo floors. ➤ Trash cans emptied and liners replaced. ➤ Drinking fountains disinfected. ➤ Windows and door glass cleaned ➤ Outside windows and glass cleaned 	<ul style="list-style-type: none"> ➤ Public area trash cans cleaned ➤ Glass display cases dusted ➤ Carpeted areas vacuumed on a rotating basis ➤ Clean loading docks 	<ul style="list-style-type: none"> ➤ Burnish public areas, hallways, and entrances if time and staffing permit 	<ul style="list-style-type: none"> ➤ Floors top scrubbed/ stripped and waxed ➤ Walk off mats replaced or shampooed ➤ Vents dusted ➤ Spot cleaning of walls 	<ul style="list-style-type: none"> ➤ Set up, break down, and clean up after events ➤ Snow removal ➤ Setting up triple suites ➤ De-tripling

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<ul style="list-style-type: none"> ➤ Clean trash rooms and gondolas ➤ Sweep, mop and wipe down furniture in lounges. ➤ Clean laundry rooms 			
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B. STAIRWELLS

DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Swept if needed. ➤ Spot mopped if needed. ➤ Remove graffiti ➤ Wash and disinfect hand railings 	<ul style="list-style-type: none"> ➤ Mopped/scrubbed stairs ➤ Dust all windows, ledges 	<ul style="list-style-type: none"> ➤ Wash and disinfect doors and door jams ➤ Remove dust, dirt and cobwebs from corners and edges ➤ Wash walls ➤ Remove tape and stickers from walls ➤ Remove posters/paper from walls 	<ul style="list-style-type: none"> ➤ Landings top scrubbed/stripped/waxed buffed. 	

C. HALL ELEVATORS

DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Sweep/vacuum/ wipe and disinfect walls and doors daily ➤ Clean ceilings and buttons 	<ul style="list-style-type: none"> ➤ Vacuum door tracks 		<ul style="list-style-type: none"> ➤ Replace or clean walk off mat 	<ul style="list-style-type: none"> ➤ Clean ceilings and buttons-ceilings done during intercession and buttons done daily

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D. PUBLIC RESTROOMS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Empty waste receptacles and change liners. ➤ Restock dispensers: soap, paper towels and toilet paper. ➤ Sweep floors. ➤ Dust mop, wet mop and disinfect restroom floors ➤ Graffiti removed. ➤ Disinfect sinks, toilets, urinals. ➤ Clean mirrors, temporary program support for SUNY's GOT YOUR BACK: Install mirror clings, 1 per restroom at bottom left corner of mirror 	<ul style="list-style-type: none"> ➤ Spot wash walls ➤ Dust top of partitions ➤ Dust window ledges ➤ Thorough cleaning of vents, fixtures and under sinks 		<ul style="list-style-type: none"> ➤ Tiled walls and floors pressure washed 	
E. PRIVATE SUITE ROOM BATHROOMS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED

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	<ul style="list-style-type: none"> ➤ Empty waste receptacles and change liners. ➤ Restock toilet paper. ➤ Sweep floors ➤ Disinfect sinks and toilets ➤ Clean mirrors. ➤ Wash floors ➤ Sweep shower drains ➤ Wash and disinfect shower room floors. ➤ Wipe and clean shower curtains ➤ Thorough cleaning of vents, fixtures and under sinks 		<ul style="list-style-type: none"> ➤ Tiled walls and floors pressure washed. ➤ Replace shower curtains.
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F. PUBLIC TUB AND SHOWER ROOMS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Empty trash receptacles and change liners. ➤ Dust mop floors ➤ Wet mop. ➤ Sweep shower drains ➤ Wash and disinfect shower room floors. ➤ Scrub and disinfect shower curtains. ➤ Clean mirrors, temporary program support for SUNY's GOT YOUR BACK: Install mirror clings, 1 per restroom at bottom left corner of mirror 	<ul style="list-style-type: none"> ➤ Scrub shower room walls to prevent mildew build-up. ➤ Clean all trash cans ➤ Dust vents 			

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G. RES HALL FITNESS CENTERS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Empty trash and recycling receptacles, replace liners three days a week. ➤ Restock paper towel dispensers as necessary. ➤ Remove trash/soda, water bottles from floors. ➤ Dust mop floors. ➤ Spot clean as necessary. ➤ Vacuum walk off mat leading to fitness center. 	<ul style="list-style-type: none"> ➤ Dust ledges and flat surfaces. ➤ Wet mop floor mats. ➤ Clean fitness center door glass. ➤ Spot clean as necessary. 		<ul style="list-style-type: none"> ➤ Thorough cleaning to include vents, dust mop, wet mopping floors under and around all equipment. ➤ Scrub all walls ➤ Wash all windows 	

H. RES HALLS - SUMMER CLEANING CHECKLIST		
RESIDENT ROOMS AND SUITES	CORRIDORS, LOUNGES, AND STAIRWELLS	COMMON WASHROOMS, SHOWER/TUB ROOMS, RESTROOMS

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<ul style="list-style-type: none"> ➤ Remove any remaining items not part of regular room inventory. ➤ Sweep, dust mop and/or vacuum all floor surfaces. ➤ Remove all nails, tacks, tape and adhesives from walls and ceiling. ➤ Complete dusting of all wall surfaces ➤ Completely wash all room walls and room furniture. ➤ Disassemble all lofted beds ➤ Replace damaged Furniture ➤ Wipe down all room furniture with disinfectant cleaner. ➤ Thoroughly clean all windows, screens, blinds, shades. ➤ Inventory room furniture and replace any damaged or broken furniture. ➤ Discard and replace any worn, ripped, or soiled mattresses. ➤ Thoroughly clean and disinfect private bathrooms fixtures and surfaces. ➤ Replace shower curtain liners. ➤ Ensure all lights are working properly. ➤ Strip, wax, and burnish floors as needed. ➤ and lock all windows. 	<ul style="list-style-type: none"> ➤ Remove all trash and recyclables. ➤ Remove all items that are not part of regular inventory. ➤ Clean and disinfect all trash and recycling receptacles and relines. ➤ Completely clean all vertical and horizontal surfaces including walls, doors, heating covers, railings, etc. ➤ Sweep, dust mop, mop and/or vacuum all floors including stairs. ➤ Ensure all lights are working properly. ➤ Strip, wax, and burnish tile floors. 	<ul style="list-style-type: none"> ➤ Remove all trash and all items that are not part of regular inventory. ➤ Clean and disinfect all trash and recycling receptacles and relines. ➤ Completely clean and disinfect all vertical and horizontal surfaces including walls, doors, heating covers, railings, partitions, fixtures, etc. ➤ Sweep, dust mop, mop and/or vacuum all floor surfaces. ➤ Replace all shower/tub curtain liners ➤ Replenish all soap and paper products. ➤ Clean and shine all mirrors. ➤ Ensure all lights are working properly.
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III. University Apartments (Freedom Quad and Empire Commons)

A. PUBLIC AREAS – ENTRANCES, LOBBIES, AND HALLWAYS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Walk off mats vacuumed. ➤ Dust mop, wet mop or auto scrub vinyl or terrazzo floors. ➤ Trash cans emptied and liners replaced. ➤ Drinking fountains disinfected. ➤ Windows and door glass spot cleaned as necessary. ➤ Outside public windows and glass cleaned one hour/day on rotational basis when weather permits. 	<ul style="list-style-type: none"> ➤ Glass display cases dusted. ➤ Carpeted areas vacuumed on a rotating basis. 	<ul style="list-style-type: none"> ➤ Burnish public areas, hallways, and entrances if time and staffing permit 	<ul style="list-style-type: none"> ➤ Floors top scrubbed/ stripped and waxed. ➤ Walk off mats replaced. ➤ Vents dusted. ➤ Spot cleaning of walls. 	<ul style="list-style-type: none"> ➤ Set up, break down, and clean up after events.

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➤ Public area trash cans cleaned and disinfected			
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B. STAIRWELLS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Swept if needed. ➤ Spot mopped if needed. ➤ Remove graffiti ➤ Wash and disinfect hand railings ➤ Wash and disinfect doors and door jams 	<ul style="list-style-type: none"> ➤ Mopped/scrubbed stairs ➤ Dust all windows, ledges ➤ Remove dust, dirt and cobwebs from corners and edges ➤ Gum removal 	<ul style="list-style-type: none"> ➤ Wash walls ➤ Wash baseboards ➤ Remove tape and stickers from walls ➤ Remove posters/paper from walls 	<ul style="list-style-type: none"> ➤ Landings top scrubbed/stripped/waxed buffed. 	

C. PUBLIC RESTROOMS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED

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<ul style="list-style-type: none"> ➤ Empty waste receptacles and change liners. ➤ Restock dispensers: soap, paper towels and toilet paper. ➤ Sweep floors. ➤ Graffiti removed. ➤ Disinfect sinks, toilets, urinals. ➤ Clean mirrors, temporary program support for SUNY's GOT YOUR BACK: Install mirror clings, 1 per restroom at bottom left corner of mirror ➤ Wash floors. 	<ul style="list-style-type: none"> ➤ Dust top of partitions ➤ Dust vents ➤ Thorough cleaning of vents, fixtures and under sinks 	<ul style="list-style-type: none"> ➤ Spot wash walls. ➤ Dust window ledges. 	<ul style="list-style-type: none"> ➤ Tiled walls and floors pressure washed. 	
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D. UNIVERSITY APARTMENTS FITNESS CENTERS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Empty trash and recycling receptacles, replace liners and disinfect on Tuesday Thursday and Fridays ➤ Restock paper towel dispensers as necessary. ➤ Remove trash/soda, water bottles from floors. ➤ Dust mop floors. ➤ Spot clean as necessary. ➤ Vacuum walk off mat leading to fitness center ➤ Clean and disinfect fitness center door glass 	<ul style="list-style-type: none"> ➤ Dust ledges and flat surfaces. ➤ Wet mop floor mats. ➤ Spot clean as necessary. 		<ul style="list-style-type: none"> ➤ Thorough cleaning to include vents, dust mop, wet mopping floors under and around all equipment. 	

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E. UNIVERSITY APARTMENTS - SUMMER CLEANING CHECKLIST		
RESIDENT ROOMS, SUITES, AND APARTMENTS	CORRIDORS, LOUNGES, AND STAIRWELLS	PUBLIC RESTROOMS AND PUBLIC LAUNDRY ROOMS
<ul style="list-style-type: none"> ➤ Remove any remaining items not part of regular room inventory. ➤ Sweep, dust mop and/or vacuum all floor surfaces. ➤ Remove all nails, tacks, tape and adhesives from walls and ceiling. ➤ Complete dusting of all wall surfaces. ➤ Completely wash all room walls and room furniture. ➤ Disassemble all lofted beds. ➤ Wipe down all room furniture with disinfectant cleaner. ➤ Thoroughly clean all windows, screens, blinds, shades. ➤ Inventory room/apartment furniture and replace any damaged or broken furniture. ➤ Discard and replace any worn, ripped, or soiled mattresses. ➤ Thoroughly clean and disinfect private bathrooms fixtures and surfaces. ➤ Replace shower curtain liners. ➤ Scour and disinfect all kitchen appliances (stove, refrigerator, microwave, dishwasher, washer, dryer, etc.). ➤ Thoroughly clean and disinfect all kitchen cupboards and counter top surfaces. ➤ Strip, wax, and burnish tile floors. ➤ Ensure all lights are working properly. ➤ Close and lock all windows 	<ul style="list-style-type: none"> ➤ Remove all trash and recyclables. ➤ Remove all items that are not part of regular inventory. ➤ Clean and disinfect all trash and recycling receptacles and relines. ➤ Completely clean all vertical and horizontal surfaces including walls, doors, heating covers, railings, etc. ➤ Sweep, dust mop, mop and/or vacuum all floors including stairs. ➤ Ensure all lights are working properly. ➤ Strip, wax, and burnish tile floors. 	<ul style="list-style-type: none"> ➤ Remove all trash and all items that are not part of regular inventory. ➤ Clean and disinfect all trash and recycling receptacles and relines. ➤ Completely clean and disinfect all vertical and horizontal surfaces including walls, doors, heating covers, railings, partitions, fixtures, etc. ➤ Sweep, dust mop, mop and/or vacuum all floor surfaces. ➤ Replace all shower/tub curtain liners. ➤ Replenish all soap and paper products. ➤ Clean and shine all mirrors. ➤ Ensure all lights are working properly.