	Sweep-Dust Mop	Vacuum Spot Vacuum	Spot Mop	Mop	Empty Trash	Pickup Trash	Clean Chalk Board	Arrange Chairs Tables	Dust	Machine Scrub	Clean walls	Clean Fountains	Disinfect Porcelain
Classroom	D	D	D	W	**D**	D	D	D	W	M	AN		
Offices		W			D	D			W		AN		
Public Circulation	D	D	D		D	D				W		D	
Lounges		W			D	D			W		AN		
Hallways/Entrances	D		D	W		D			W	W	AN	D	
Stairwells	W		AN	W		D					AN		
Elevators		D				D					D		
Computer Labs		AN			D	D	D	D	W		W		
Theaters	D	AN	AN		D	D	D		W				
Research Labs	D		AN	W	D	D	D	D	W	W	AN		
Study Areas	AN	AN	AN	W	D	D	D	D	W	W	AN		
Library		D	D	W	D	D		D	W		AN	D	
Locker Rooms	D		AN	D	D	D							D
Gym Courts	D		AN		D	D				3W	AN	D	
RB Courts	D		AN	W		D					AN		
Showers	D					D					D		D
Rest Rooms	D			D	D	D					D		D
Kitchenettes	D		AN	D	D	D					D		
TV Rooms		D			D	D		D	W		AN		

D = Daily
W = One Time Per Week
2W = Two Times Per Week
3W = Three Times Per Week
M = One Time Per Month
AN = As needed
RO = Request Only
NA = Not Applicable

This table is provided as a general guidance for custodial cleaning services. Individual buildings and areas may differ from the general guidance. Contact your building custodian or area supervisor for specific cleaning frequencies in your area.