

TASK FREQUENCY LIST

Tasks to be completed each scheduled cleaning night	
ALL AREAS	
1	Remove Trash - Building Interiors
2	Dust Mop and/or Sweep/Vacuum Non-Carpeted Floors
3	Wet Mop - Debris / Spot Free
4	Clean Drinking Fountains
5	Vacuum Carpets - Debris Free
6	Change Burned-out Lights
7	Report Maintenance Items
8	Secure All Areas Post Cleaning - Only Responsible for area that were cleaned that night
BUILDING ENTRANCES	
9	Clean Interior Entrance Mats - Debris Free
10	Spot Clean Entrance Door Glass - Both Sides
11	Building Security - Exterior Locking and Unlocking Per OSP Schedule
CLASSROOMS	
12	Restore Furniture to Standard Arrangement
13	Clean Chalkboards / Whiteboards

RESTROOM / LOCKEROOM / SHOWERS	
14	Clean Mirrors
15	Refill Paper Products Dispensers
16	Refill Soap Dispensers
17	Clean and Disinfect Sinks
18	Clean and Disinfect Toilets and Urinals
19	De-scale Toilets and Urinals - As Needed
20	Spot Clean Walls, Partitions, Doors, Remove Graffiti
21	Clean Floor Drain
22	Mop and Disinfect Floor
23	Clean and Disinfect All Touch-Points
24	Dust Locker Tops and Other Surfaces
25	Mop / Disinfect Runners
KITCHEN / BREAKROOMS	
26	Clean Tables, Counters, and Sinks As Available - Do Not Move Any Items
Tasks to be completed per noted frequency	
5 DAYS A WEEK	
27	Stairs - Debris / Spot Free
WEEKLY TASKS	
28	Spot Clean Tables, Student Seats, Desks - Classrooms Only
29	Vacuum Pool(s)
30	Empty Ashtrays and Receptacles
31	Sweep 10' Outside from Main Entrance Including Steps

MONTHLY TASKS	
32	Dust Common Area / Classrooms - 6' and Below (Permanent Fixtures Only)
33	Locker Rooms / Showers - Scrub / Power Wash Shower Walls, Ceiling and Floor
34	Scrub Pool Deck(s)
HARD SURFACE / CARPET MAINTAINCE	
35	5 year hard surface floor care plan. Any hard surface request that requires a strip and refinish outside the buildings scheduled for that year will be a task bid.
36	1/5th of entire campus - Hard Surface Strip / Refinish
37	4/5th of entire campus - Hard Surface Scrub / Buff
38	Carpet Cleaning - Task Bid
39	Carpet Spot Removal (2' radius or less) - Request Only