

# FIU FACILITIES CUSTODIAL SERVICES

## Routine and Specialty Cleaning Frequency Chart

AREA TYPE	CLEANING TYPE	FREQUENCY OF CLEANING
<b>Offices:</b>		
Trash removal	Routine	Twice per week
Clean and disinfect all surfaces	Routine	Every other week
Vacuum	Routine	Every other week
Dusting	Routine	Every other week
Polish wood surfaces	Routine	Every other week
Clean glass surfaces	Routine	Every other week
Dust blinds	Routine	Quarterly/as needed
Remove carpet stains	Specialty	Quarterly/as needed
Carpet extraction	Specialty	Twice per year
Restore floors	Specialty	Twice per year
Shampoo all fabric furniture (subject to a charge)	Specialty	Once per year
<b>Restrooms / Lockers / Showers:</b>		
Trash removal	Routine	Daily (Three times per day)
Clean and disinfect all surfaces	Routine	Daily (Twice per day)
Re-stock all supplies	Routine	Daily (Twice per day)
Polish fixtures	Routine	Daily (Once per day)
Machine scrub floors	Specialty	Monthly/as needed
Descale toilets / urinals	Specialty	Twice per year
<b>Classrooms / Labs / Auditoriums:</b>		
Clean writing boards and erasers	Routine	Daily (Once per day)
Clean lab sinks	Routine	Daily (Once per day)
Spot clean all furniture	Routine	Daily (Once per day)
Dust all surfaces	Routine	Daily (Once per day)
Arrange furniture in correct position	Routine	Daily (Once per day)
Trash removal	Routine	Daily (Once per day)
Sanitize water fountains and sinks	Routine	Daily (Once per day)
Dust mop or sweep floors	Routine	Daily (Once per day)
Spot clean glass surfaces	Routine	Daily (Once per day)
Clean and disinfect telephones	Routine	Daily (Once per day)
Vacuum	Routine	Weekly
Damp mop floors	Routine	Weekly
Clean all surfaces	Routine	Weekly
Clean glass surfaces	Routine	Weekly
Clean doors and door frames	Routine	Weekly
Polish wood surfaces	Routine	Weekly
Clean light fixtures (exterior of fixture only)	Routine	Weekly
Clean trash receptacles	Routine	Weekly/as needed
Remove carpet stains	Specialty	Every other week
Burnish/Polish floors	Specialty	Quarterly
Dust blinds	Specialty	Quarterly
Clean all furniture	Specialty	Quarterly
Carpet extraction	Specialty	Quarterly
Restore floors	Specialty	Twice per year
Strip and wax floors	Specialty	Twice per year
Shampoo all fabric furniture (subject to a charge)	Specialty	Once per year
<b>Public Areas, includes lobby, entrances, hallways, elevators, etc.:</b>		
Trash Removal	Routine	Daily (Twice per day)
Clean, disinfect, and polish water fountains	Routine	Daily (Once per day)
Clean door glass / glass surfaces	Routine	Daily (Once per day)
Clean telephones	Routine	Daily (Once per day)
Straighten and spot clean furniture	Routine	Daily (Once per day)
Vacuum, include walk-off mats	Routine	Daily (Once per day)
Dust mop or sweep floors	Routine	Twice per week
Damp mop floors	Routine	Twice per week

AREA TYPE	CLEANING TYPE	FREQUENCY OF CLEANING
Scrub ceramic and hard floors	Routine	Twice per week
Burnish/Polish floors	Routine	Twice per week
Remove flyers / advertisements	Routine	Weekly
Vacuum	Routine	Weekly
Spot clean all surfaces	Routine	Weekly
Dust all surfaces	Routine	Weekly
Clean all surfaces	Routine	Weekly
Clean doors and door frames	Routine	Weekly
Clean trash receptacles	Routine	Weekly
Clean light fixtures (exterior of fixture only)	Specialty	Weekly
Remove carpet stains	Specialty	Monthly
Scrub no-wax floors with brush machine	Specialty	Monthly
Wash walk-off mats	Specialty	Quarterly
Carpet extraction	Specialty	Twice per year
Strip and wax floors	Specialty	Twice per year
<b>Kitchens / break rooms / lounge areas:</b>		
Trash Removal	Routine	Daily (Once per day)
Re-stock all supplies	Routine	Daily (Once per day)
Spot clean all surfaces	Routine	Daily (Once per day)
Dust mop or sweep floors	Routine	Daily (Once per day)
Clean / disinfect sinks	Routine	Daily (Once per day)
Straighten and spot clean furniture	Routine	Daily (Once per day)
Damp mop floors	Routine	Twice per week
Spot clean trash receptacles	Routine	Weekly
Spot clean all surfaces	Routine	Weekly
Burnish/Polish floors	Routine	Weekly
Clean doors and door frames	Routine	Monthly
Clean all surfaces	Routine	Monthly
Clean light fixtures (exterior of fixture only)	Specialty	Monthly
Remove carpet stains	Specialty	Quarterly
Dust blinds	Specialty	Quarterly/as needed
Carpet extraction	Specialty	Twice per year
Strip and wax floors	Specialty	Twice per year
<b>Conference Rooms/Event Spaces</b>		
Trash removal	Routine	Daily (Once per day)
Clean and disinfect all surfaces	Routine	Weekly
Vacuum	Routine	Every other week
Polish wood surfaces	Specialty	Quarterly
Clean glass surfaces	Specialty	Monthly/as needed
Carpet extraction	Specialty	Twice per year
Strip and wax floors	Specialty	Twice per year
<b>Stairs / Landings:</b>		
Trash Removal	Routine	Daily (Once per day)
Dust mop or sweep floors	Routine	Weekly
Damp wipe handrails / surfaces	Routine	Weekly
Damp mop stairs and landings	Routine	Weekly
Clean light fixtures (exterior of fixture only)	Specialty	Quarterly
Remove chewing gum	Routine	Weekly
Remove cobwebs	Specialty	Monthly/as needed

**Notes:**

**Custodial staff does not clean dishes, coffee-makers, computers, keyboards, etc. on a routine basis.**

**Additional services may be provided upon request.**

**Requests to clean microwaves and refrigerators should be placed with Facilities Work Management and includes a charge.**

**Please allow two weeks advance notice for specialty cleaning.**

**Building interior and exterior window cleaning isscheduled onceper year or every 2 years.**

Revised by: Adriana Trespacios, 09-21-2016