

**FACILITIES MANAGEMENT CUSTODIAL SERVICES TASKS/FREQUENCIES GOALS**

SCHEDULE	M	T	W	TH	F	WEEKLY	MNTHLY	QRTERLY	YRLY	OTHER
<b>RESTROOM DUTIES - TWO TIMES PER DAY</b>										
Remove trash	x	x	x	x	x					
Sinks	x	x	x	x	x					
Mirrors	x	x	x	x	x					
Dispensers	x	x	x	x	x					
Stalls	x	x	x	x	x					
Handles/knobs/rails	x	x	x	x	x					
Urinals/toilets	x	x	x	x	x					
Floor	x	x	x	x	x					
Walls/cobwebs	As required					x				
Register/vents	As required					x				
Door	As required					x				
Complete detail								Spring/Summer/Winter	x	
<b>CLASSROOMS DUTIES</b>										
Board & rails	x	x	x	x	x					
Remove trash	x	x	x	x	x					
Sweep/Mop/Spot/Vac	x	x	x	x	x					
Reset furniture/blinds	x	x	x	x	x					
Dusting/wiping	x	x	x	x	x					
Pencil sharpener	x	x	x	x	x					
Door/knobs/rails	x	x	x	x	x					
Walls/cobwebs	As required					x				
Register/vents	As required					x				
Blinds									x	
Complete detail									x	
<b>ENTRANCE/CORRIDORS/PUBLIC AREA DUTIES</b>										
Trash/handles	x	x	x	x	x					
Entrance/knobs/glass	x	x	x	x	x	X				
Sweep/Mop/Spot/Vac	As required					X				
Walls/cobwebs	As required					x				
Complete detail									x	
<b>STAIRWELL/ELEVATOR DUTIES</b>										
Sweep/Mop/Spot/Vac	x	x	x	x	x					
Clean rails/tracks	x	x	x	x	x	x				
Doors	As required					x				
Wipe/polish walls	As required					x				
Complete detail								Spring/Summer/Winter	x	
<b>OFFICE DUTIES</b>										
Remove trash	One time per week or upon special work order request					x				
Recycle						x				
Sweep/Mop/Vacuum						x				
Dusting/wiping						x - Monthly or upon special request				
Complete detail									x	

**ANNUAL DETAIL DUTIES INCLUDE FLOOR REFINISHING, CARPET CLEANING, DUSTING, WIPING, DISENFECTING - 1/22/20**

