

KSU Custodial Services

Cleaning Service Levels and Prioritization post COVID

| Task | Restrooms | Entrances, Lobbies, Hallways | Classrooms | Laboratories | Offices | Conference Rooms, Lounges | Stairwells | Elevators |
|--|------------------------------|------------------------------------|------------------------------|-----------------------------------|--|---------------------------------|-----------------------------------|--------------------|
| PRIORITIZATION COLOR CODING | #1 PRIORITY | | | #2 PRIORITY | | | #3 PRIORITY | |
| GENERAL CLEANING | | | | | | | | |
| Empty trash, replace liner | daily routine | daily routine | daily routine | daily routine | place outside door for pick-up weekly | daily routine | | |
| Clean trash can | as needed | as needed | as needed | as needed | per request | as needed | | |
| Restock dispenser (includes classroom disinfectant) | daily routine / as needed | | daily routine / as needed | as needed | | as needed | | |
| Remove recycling | | weekly complete /as needed | daily routine | | place outside door for pick-up weekly | daily routine | | |
| Remove litter and debris | daily routine | daily routine | daily routine | as needed | per request | daily routine | daily routine | daily routine |
| Clean entry mats | | daily routine | daily routine | | | | | |
| Dust surfaces | daily routine | weekly complete | weekly complete | weekly complete / as needed | per request | weekly complete | weekly complete | weekly complete |
| Dust vents | as needed | as needed | as needed | as needed | per request | monthly | as needed | as needed |
| Clean chalk/whiteboards | | | daily routine | | | daily routine | | |
| Clean desktops | | as needed | daily routine | | per request | as needed | | |
| Remove cobwebs | as needed | as needed | as needed | as needed | per request | as needed | as needed | as needed |
| Spot clean windows/mirrors | daily routine | daily routine | as needed | as needed | per request | as needed | as needed | |
| Dust window sills | weekly complete | weekly complete / as needed | weekly complete | as needed | per request | monthly | weekly complete / as needed | |

| | Restrooms | Entrances Hallways | Classrooms | Teaching Laboratories | Offices | Conference Rooms | Stairwells | Elevators |
|---|-----------------------------|-----------------------|-----------------|--------------------------|-------------|---------------------|-------------------|-------------------|
| Remove smudges and fingerprints | daily routine | daily routine | as needed | | per request | daily routine | daily routine | daily routine |
| Clean water fountains | | daily routine | | | | daily routine | | |
| Clean and disinfect door glass , handles, push bars, plates and doorknobs | daily routine x 2 | daily routine x 2 | daily routine | daily routine | per request | daily routine | daily routine x 2 | daily routine x 2 |
| Remove gum, tape, poster, fliers off walls and windows | as needed | as needed | as needed | as needed | | as needed | as needed | as needed |
| FLOOR CARE | | | | | | | | |
| Vacuum/sweep complete room/corridor | | weekly complete | weekly complete | weekly complete | per request | weekly complete | weekly complete | weekly complete |
| Vacuum/sweep pedestrian traffic areas | | daily routine | daily routine | daily routine | | daily routine | daily routine | daily routine |
| Spot vacuum | | daily routine | daily routine | daily routine | | daily routine | daily routine | daily routine |
| Sweep | daily routine | daily routine | daily routine | daily routine | per request | daily routine | weekly complete | daily routine |
| Auto scrub/mop | daily routine | weekly complete | weekly complete | weekly complete | per request | weekly complete | weekly complete | weekly complete |
| Spot mop | | as needed | as needed | as needed | per request | as needed | as needed | as needed |
| Buff floor finish | | as needed | as needed | as needed | as needed | as needed | | as needed |
| Extract carpet | | as needed | as needed | | as needed | as needed | | as needed |
| Spot clean carpet | | as needed | as needed | | as needed | as needed | | as needed |
| RESTROOM | | | | | | | | |
| Clean and disinfect toilets and urinals | daily routine x 2 | | | | | | | |
| Clean and disinfect sinks and touch points | daily routine x 2 | | | | | | | |
| Clean fixtures, mirrors, counters, partitions | daily routine | | | | | | | |
| Check and refill paper products | daily routine x 2 | | | | | | | |
| Check and refill soap | daily routine x 2 | | | | | | | |
| Empty sanitary dispenser and replace liner | daily routine | | | | | | | |
| Spot clean walls | monthly | | | | | | | |
| Mop floors | daily routine | | | | | | | |
| Flush floor drains | weekly complete / as needed | | | | | | | |