

**Appendix B
Custodial Services Schedule**

CUSTODIAL SERVICES					
Daily/Weekly Core Duties	Monday	Tuesday	Wednesday	Thursday	Friday
Empty trash					
Empty recycle baskets					
Clean & sanitize drinking fountains					
Vacuum walk-off mats at facility entrances					
Sweep/mop floor areas in all building entrances					
Sweep and mop or vacuum stairwells	As Needed				
Dust/wipe down handrails and banisters					
Dust windowsills in lobby and public areas					
Dust file cabinets, partitions, personal offices & common areas	As Needed				
Dust wall-hung articles in lobby and conference rooms					
Dust windowsills throughout the rest of the building					
Wipe cobwebs from walls & ceiling	As needed				
Wipe down doors in all areas					
Wipe down walls in all areas	As Needed				
Dust mini blinds throughout the building					
Dust all air grills, vents & ducts					
Keep custodial areas neat and swept					
Empty full brute barrels into dumpster (as needed)	As Needed				
Spot-clean lobby doors (interior) and glass partitions					
Clean entrance door glass					
Clean lobby window glass					
Clean exterior outside ground level windows					
Conference rooms (tables and mats) as well					
Restrooms	Monday	Tuesday	Wednesday	Thursday	Friday
Clean & sanitize sinks and faucets					
Clean & sanitize counter tops					
Clean & sanitize urinals-stools					
Clean mirrors and shelves					
Clean & fill all dispensers					
Clean walls and partitions where soiled by daily use					
Sweep & mop floors					
Dust all ledges and windowsills					
Pour water down floor drains in bathrooms to prevent dry trap					
Wash stall doors (as needed)	As Needed				
Dust all air grills, vents and ducts (Check weekly)	Check on Mon and Fri.				
Spot-clean restrooms near end of day					
Zone Schedule (AM and PM)	Monday	Tuesday	Wednesday	Thursday	Friday
Vacuum all open areas and hallways	Clean all things in this area on AM and PM days				
Vacuum all rugs					
Vacuum under all desks, computers, tables and all other furniture in conference rooms, offices and office cubicles					
Vacuum all edges and corners in public areas					
Vacuum chairs/upholstery in the lobby					
Break Room	Monday	Tuesday	Wednesday	Thursday	Friday
Wipe down tables					
Clean and push in chairs					
Wipe counters and sinks down					
Wipe down outside of refrigerator					
Clean out microwave					
Miscellaneous	Monday	Tuesday	Wednesday	Thursday	Friday
Pick up debris from outside grounds	As Needed				
Locker room area near maintenance area					