

SAU #39 Cleaning Frequency and Procedures for Classrooms, Office, Lounge, and Conference Rooms

Daily	
Pick up large debris from flooring and sweep the floor	
Empty waste receptacles and replace liners	
Disinfect, check, and refill dispensers (soap, paper towels, tissue, sanitizer, etc.)	
Disinfect all common touch points (Knobs, Switches, Handles, etc.)	
Vacuum traffic patterns on carpets floors; remove gum and soil spots	
Dust mop and wet mop tiled floors	
Close and lock all exterior windows and doors	
Weekly	
Disinfect sinks, counters, and drinking fountains	
Disinfect all desks, tables, and chairs	
Clean glass in mirrors, doors, and partitions	
Dust furniture surfaces, baseboards, dispensers, plants, etc. (low dusting, below 5 feet)	
Empty pencil sharpeners	
Vacuum upholstered furniture and carpeted areas thoroughly	
Clean door surfaces	
Twice Monthly	
High dust vents, lights, pipes, doors, speakers, mirrors, window blinds, and connecting vertical and horizontal wall floors. (high dusting, above 5 feet)	
Monthly	
Restore floor finish on non-carpeted floors	
Clean glass on interior side of windows	