### 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 sinks, counters, and drinking fountains
- Disinfect, check, and refill dispensers (soap, paper towels, tissue, sanitizer, etc.)
- Clean glass in mirrors, doors, and partitions
- Disinfect all desks, tables, and chairs
- Vacuum traffic patterns on carpets floors; remove gum and soil spots
- Dust mop and wet mop tiled floors

#### Weekly
- 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)
- Clean glass on interior side of windows

#### Monthly
- Restore floor finish on non-carpeted floors