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

	SEPTEMBER																					
	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W
	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30
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.)																						
Disinfect all common touch points (Knobs, Switches, Handles, 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																						