

## CUSTODIAL SERVICE SCHEDULE FOR CLINICAL SPACE

### Clinical Departmental Areas

Tasks	Dept. Office	Private Office	Lab Space	Classrooms	Library Conference	Treatment /Exam Rooms
Empty Trash Replace Liners	Nightly	Nightly	Nightly	Nightly	Nightly	Nightly
Vacuum	Daily	Weekly	Nightly	Nightly	Nightly	Nightly
Sweep Floors	Nightly	Weekly	Nightly	Nightly	Nightly	Nightly
Dust Horizontal Building Surfaces	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Brush Wall and Ceiling Vents	Annually	Annually	Annually	Annually	Annually	Annually
Damp Mop	Nightly	Weekly	Nightly	Nightly	Nightly	Nightly
Strip Seal and Wax	Annually	Annually	Annually	Semi-annual	Semi-annual	Annually
Spot Clean Walls	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Dust Venetian Blinds	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Shampoo Carpet	Annually	Annually	Annually	Semi-annual	Annually	Annually
Spot Clean around wall Switches	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Clean Blackboards/Markerboards	N/A	N/A	N/A	Nightly	Nightly	N/A
Dust Furniture	Daily	Weekly	Weekly	Nightly	Nightly	Nightly
Clean Baseboards	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly

### Clinical Common Areas

Tasks	Elevators	Entries	Stairs	Public Corridors	Public Areas	Rest Rooms
Empty Trash Replace Liners	N/A	Nightly	Nightly	Nightly	Nightly	Nightly
Vacuum	Nightly	Nightly	Nightly	Nightly	Nightly	N/A
Sweep Floors	Nightly	Nightly	Nightly	Weekly	Nightly	Nightly
Dust Horizontal Building Surfaces	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Brush Wall and Ceiling Vents	N/A	Annually	Annually	Nightly	Monthly	Annually
Damp Mop	Nightly	Nightly	Nightly	Nightly	Nightly	Weekly
Strip Seal and Wax	Semi-Annual	Quarterly	Annually	Annually	Semi-Annual	N/A
Spot Clean Walls	Weekly	Weekly	Weekly	Nightly	Nightly	Nightly
Dust Venetian Blinds	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Shampoo Carpet	Semi-Annual	Quarterly	Annually	Annually	Semi-Annual	N/A
Spot Clean around wall Switches	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Clean Glass Partitions/Storefronts	N/A	Nightly	N/A	N/A	N/A	Weekly
Clean/Disinfect Fixtures	N/A	N/A	N/A	N/A	N/A	Nightly
Pick up Boxes/crates/debris	N/A	Nightly	Nightly	Nightly	Nightly	Nightly
Clean Doors, frame, tracks	Nightly	N/A	N/A	N/A	N/A	N/A
Remove Graffiti	N/A	N/A	N/A	N/A	N/A	Nightly
Clean baseboards	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Dust Furniture	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly

