

CLASSROOMS (Registrar's only)	DAILY	WEEKLY	MONTHLY	1X PER YEAR
EMPTY TRASH	X			
SWEEP AND MOP FLOORS	X			
VACUUM CARPET	X			
LOW DUST	X			
HIGH DUST			X	
BLACK/DRY ERASE BOARDS	X			
SHAMPOO CARPET				X
STRIP AND WAX FLOORS				X
DETAIL FURNITURE				X

	DAILY	WEEKLY	MONTHLY	EVERY 5 YEARS
LIBRARYS,Other classrooms, Reception, Conf.& Lobbies				
EMPTY TRASH	X			
SWEEP AND SPOT MOP FLOORS	X			
VACUUM CARPETS	X			
STRIP AND WAX FLOORS (NON-CEMENT)				X
SHAMPOO CARPETS				X
DUST FURNTURE AND DISINFECT TABLE TOPS	X			
CLEAN GLASS DOORS	X			

	DAILY	WEEKLY	MONTHLY	EVERY 5 YEARS
Hallways				
EMPTY TRASH	X			
SWEEP AND SPOT MOP FLOORS		X		
VACUUM CARPET		X		
STRIP AND WAX FLOORS				X
SHAMPOO CARPETS				X
LOW DUST		X		
HIGH DUST			X	

	DAILY	3XPERWEEK	MONTHLY	EVERY 5 YEARS
WET, DRY, and computer LABS				
EMPTY TRASH		X		
SWEEP AND DAMP MOP FLOORS		X		
STRIP AND WAX FLOORS				X

OFFICES		WEEKLY		
EMPTY TRASH		X		
SWEEP AND SPOT MOP FLOOR				
VACUUM				
STRIP AND WAX FLOORS				
SHAMPOO CARPET				

	Daily	WEEKLY	MONTHLY	EVERY 5 YEARS
LUNCHROOMS AND LOUNGES				
EMPTY TRASH	X			
SWEEP AND MOP, OR VACUUM FLOORS	X			
CLEAN DISHES				
CLEAN COUNTER TOPS AND KITCHEN TABLES				
REFILL PAPER TOWEL DISPENSER				

	Daily	WEEKLY	MONTHLY	EVERY YEAR
RESTROOMS				
EMPTY TRASH	X			
SWEEP AND DISINFECT WET MOP FLOORS	X			
DISINFECT FIXTURES AND WALLS	X			
RESTOCK PAPER AND SOAP DISPENSERS	X			
DETAIL CLEAN				X
DUST VENTS			X	

	Daily		YEARLY	EVERY 3 YEARS
WINDOW CLEANING				
INSIDE WINDOWS				X
OUTSIDE				X
ENTRY GLASS DOORS	X			

		WEEKLY	MONTHLY	EVERY 3 MONTHS
STAIRS SWEEP AND SPOT MOP				
MAIN STAIRWAY		X		
INSIDE STAIRWAY			X	
OUTSIDE ENCLOSED STAIRWAY				X
OUTSIDE COVERED BUT OPEN TO OUTSIDE AIR				
OUTSIDE NOT COVERED				

	Daily	WEEKENDS		HOLIDAYS/ CURT.
LOCK AND UN-LOCK SERVICE				
UN-LOCK 6AM-8AM	X	X		
LOCK-UP 5:30PM - MIDNIGHT	X	X		

	Daily	WEEKLY		
ELEVATORS				
SWEEP AND DAMP MOP	X			
WIPE STAINLESS WALLS AND DOOR		X		

IS PROVIDED TO MOST OMP STATE FUNDED BUILDINGS, BUILDINGS, AND OR RE NOT STATE FUNDED ARE PROVIDED CLEANING SERVICE BY AGREEMENT. LEANING SERVICE MAY BE REQUESTED ON A RE-CHARGE BASIS.