

APPENDIX - 4

Custodial Services Checklist

Bathrooms = daily schedule

- Toilets cleaned and wiped down midday and evenings (to include bowls and tanks)
- Floors mopped
- Paper products fully stocked (toilet paper, paper towels, toilet seat covers, sanitary bags, etc.)
- Soap dispensers fully stocked
- Trash emptied
- Dusting as needed

Kitchens = daily schedule

- Microwaves wiped out
- Floors mopped
- Counters/tables wiped
- Trash emptied
- Dusting as needed

Break rooms = daily schedule

- Microwaves wiped out
- Tables wiped and cleared
- Trash emptied
- Floor vacuumed
- Dusting as needed

Offices = daily schedule

- Desks wiped down
- Floors vacuumed
- Trash emptied
- Doors secured upon exit
- Dusting as needed

Training/Meeting Rooms = daily schedule

- Floors vacuumed
- Trash emptied
- Tables cleared and wiped down
- Chairs/tables straightened and orderly for the next day
- Dusting as needed

Lobby and common areas = daily schedule

- Carpet vacuumed
- Floor cleaned/mopped
- Trash emptied
- Desks wiped down
- Chairs straightened and orderly for the next day
- Front glass to be cleaned
- Dusting as needed

Resource Center = daily schedule

- Tables/chairs wiped down
- Trash emptied
- Tables cleared
- Desk area around computers wiped down
- Chairs /tables straightened and orderly for the next day
- Dusting as needed

VCT/ Tile = maintenance according to schedule or contract location

- Floors to be waxed and mopped to maintain a neat and clean appearance
- Floors in \ to be cleaned and waxed as needed to maintain condition and appearance

Carpeting = quarterly schedule

- All carpeted areas throughout the entire facility to be thoroughly cleaned quarterly

Custodial closet/storage

- Maintain orderly and neat area (area should not hazardous for others to enter)
- Area not to be used to store dirty/soiled equipment or cleaning aids

Additional Requirements/Expectations = daily schedule

- Recycle bins are to be emptied as needed
- Supplies maintained in custodial closet (paper products, wet floor signs, etc.)
- Spot cleaning of carpeting as necessary to maintain appearance
- Use of quality, safe and effective cleaning products
- MDS sheets provided on all cleaning products used
- Report any issues to the Facilities Manager that need be addressed or that may prohibit the ability to provide quality service
- Facility and gates are to be locked and secured upon exiting the premises

*This checklist is based on the requirements of the custodial contract.