



Texas A&M University - Cleaning Specifications Memorial Student Center (MSC)				
Facility	Daily	Weekly	Bi-weekly	Monthly
Enterances, Common Areas, Stairs, & Halls	Clean elevators (vacuum carpet)	Spray buff floors	Damp mop landings	Clean exterior windows
	Clean water fountains	Clean elevator tracks	Damp mop stairs	
	Damp mop floors	Clean interior walls and doors		
	Dust handrails	Dust windowsills/high ledges		
	Dust, spot and damp mop floors	Burnish halls		
	Empty waste cans			
	Police (pick up)			
	Spot clean carpets			
	Spot clean entry glass			
	Spot clean exit doors			
	Spot clean wall to hand height (70")			
	Spot mop stairs			
	mop stairs and landings			
	Sweep outside walks and steps 25 feet			
	Sweep stairs and landings			
	Vacuum walk-off mats			
Vacuum carpets and ramps				
Restrooms	Clean and sanitize fixtures	Clean all vertical surfaces	Machine scrub restroom floors	
	Clean horizontal surfaces	Clean all horizontal surfaces		
	Clean mirrors			
	Damp mop and sanitize floors			
	Dust mop floors			
	Empty and re-line waste cans			
	Police (pick up, straighten up)			
	Refill dispensers			
Offices and Kitchens	Damp mop floors	Dust exposed horizontal surfaces		Spray buff floors
		Dust vertical surfaces		
	Empty and re-line waste cans	Dust windowsills/high ledges		
	Vacuum carpets (if applicable)			
Meeting Rooms Classrooms, Lecture Halls, & Lounges	Align furniture	Dust windowsills/high ledges		
	Clean whiteboards	Polish Furniture		
	Clean exposed horizontal surfaces			
	Clean water fountains			
	Vacuum carpets			
	Damp mop floors			
	Dust mop floors			
	Empty waste cans			
	Police (pick up)			
	Spot mop spills on floors			
Spot clean carpet				
Hotel Suites and BOR (Board of Regions)	Damp mop floors	Dust windows sills/high ledges		Semi-annual list: Vacuum under furniture
	Clean refrigerator and microwaves	High/low dust windows and open areas		Spray buff floors
	Clean and empty sinks	Wipe down doors inside and out		Polish silverware
	Wash dishes	Clean all drawers		Clean cloths rods and shelf's in closets
	Dust all horizontal surfaces	Spray buff floors		Clean light fixtures up to 12 feet
	Wash laundry (sheets and towels)			Clean all vertical and horizontal surfaces
	Clean mirrors			Vacuum mattress and spray disinfectant
	Empty waste cans			Wet clean all window blinds
	Clean Restroom/shower			Deep clean kitchen

Texas A&M University - Cleaning Specifications Memorial Student Center (MSC)

Facility	Daily	Weekly	Bi-weekly	Monthly
	Spot clean carpet			Clean spots on walls
	Make Beds			Extract carpets and wax floors as needed
	Polish furniture			Deep clean lounge area
	Vacuum			Deep clean meeting/conference room
General	Clean custodial closets	Stock custodial closets	Scrub back of house hallway	
	Remove and sort recycle			
	Remove trash to dumpster			
	Sweep back of house hallway			
	Sweep loading dock area			