Texas A&M University - Cleaning Specifications			
Facility	**Daily**	**Weekly**	**Bi-Weekly**
Entrances, Lobbies, Hallways, Elevators & Stairs	Clean water fountains	Damp mop landings	Damp mop stairs
	Dust, spot and damp mop floors	Clean elevator tracks	
	Damp mop floors	Clean elevators (mop tile; vacuum carpet)	
		Clean interior walls & doors	
	Empty waste cans	Dust windowsills/high ledges	
	Police (pick up)	Dust handrails – high-usage stairways	
	Spot clean carpets	Spot clean wall to hand height (70")	
	Spot clean entry glass	Spot mop stairs	
	Spot clean exit doors	Spot mop stairs and landing	
	Spot mop stairs –High usage	Sweep stairs and landings	
	Spot mop stairs and landings – high-usage		
	Sweep stairs and landings – high-usage		
	Sweep stairs and landings – high-usage		
	Vacuum carpets spot clean		
	Vacuum walk off mats		
Restrooms, Showers & Locker Rooms	Clean and sanitize fixtures		
	Clean 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		
	Clean shower walls		
	Clean all restroom partitions		
Offices	Empty and re-line waste cans	Dust horizontal surfaces	
	Spot vacuum carpets	Dust vertical surfaces	
		Dust windowsills/high ledges	
		Spray buff floors – as requested	
		Damp mop floors	
		Vacuum carpets	
Classrooms, Lecture Halls, Libraries & Lounges	Align classroom furniture	Dust windowsills/high ledges	
	Spot clean carpets	Vacuum carpets	
	Clean exposed horizontal surfaces	Damp mop floors	
	Clean water fountains		
	Clean white boards		
	Damp mop floors		
	Dust mop floors		
	Empty waste cans		
	Police (pick up)		
	Empty waste cans		
	Spot vacuum carpets		
	Spot mop spills on floors		

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Facility	**Daily**	**Weekly**	**Bi-Weekly**
Laboratories	Dust mop floors	Damp mop floors	
	Empty waste cans		
	Spot clean carpet		
	Spot mop spills on floors		
	Vacuum		
General	Clean custodial closets	Stock custodial closets	
	Remove trash to dumpster		