ACADEMIC
ROUTINE CUSTODIAL SERVICES MATRIX

Academic Custodial Service	Office Areas	Classrooms Auditoriums Conference Rooms Teaching Labs	Restrooms Public Areas Dining Areas Office Kitchenettes Shower/Locker Rooms
Empty trash containers	Triweekly	Daily	Daily
Wash trash and recycling containers	Daily As Needed	Daily As Needed	Daily As Needed
Sweep/mop floors/vacuum	Biweekly	Daily	Daily
Burnish floors	As Needed	As Needed	As Needed
Scrub and re-coat floors	As Needed	As Needed	As Needed
Strip and refinish floors	As Needed	As Needed	As Needed
Spot clean carpets	Daily	Daily	Daily
Extract carpets	As Needed	As Needed	As Needed
Dust furnishings and accessible surfaces	Biweekly	Daily	Daily
Dust doors, baseboards, and ledges	Biweekly	Daily	Daily
Dust blinds	Monthly	Monthly	Monthly
Clean restrooms, sinks and mirrors	Biweekly	Daily	Daily
Spot clean walls/touch points	Daily	Daily	Daily
Clean vents	Daily	Daily	Daily
Rearrange furnishings	N/A	Daily	Daily
Spot clean furnishings/upholstery	Daily	Daily	Daily
Wash desks	N/A	Daily As Needed	N/A
Wash interior glass/entrance doors	Daily	Daily	Daily
Wash exterior glass/entrance doors	Daily	Daily	Daily
Empty pencil sharpeners	N/A	As Needed	N/A
Clean classroom boards, trays, and erasers	N/A	Daily	N/A
Fire extinguishers/exit sign inspections	Monthly	Monthly	Monthly
Snow/ice removal	As Needed	As Needed	As Needed
Unlock exterior doors to buildings		Daily	Daily
Unlock classroom doors	N/A	Daily	N/A
Replace burned out lights	Daily	Daily	Daily
Clean stairwells	N/A	N/A	Daily
Clean entrance mats/cigarette urns	N/A	N/A	Daily
Clean entrance ways	N/A	N/A	Daily
Clean elevators	N/A	N/A	Daily
Generate maintenance slips	Daily	Daily	Daily
Empty recycling containers	Triweekly	Daily	Daily
Stock sanitary napkin dispensers	N/A	N/A	Daily
Scrub swimming pool deck/clean drains	N/A	N/A	Weekly
Clean vending areas	N/A	N/A	Daily
Pest control preventative maintenance	Monthly	Monthly	Monthly
Pest control supplication	As Requested	As Requested	As Requested

Please note: Requests for program support or services outside of the routine matrix schedule and or services not listed on the matrix, will be considered **non-routine** and billable.

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