

University of Michigan

# Plant Building and Grounds Services

Custodial Cleaning Guide



2009

**Plant Building and Grounds Services  
Custodial Cleaning Guide**

THE UNIVERSITY OF MICHIGAN  
***Plant Building & Grounds Services***  
*Going the Distance to Make a Difference!*

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**General Cleaning Standards**

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**NOTE: Frequencies may vary to accommodate customer service level agreements, custodial requests and emergencies. This guide is based on APPA standards and the current funding level period.**

**Entrances, Lobbies and Corridors**

**Daily as needed:**

- Empty waste receptacles and change liners, empty recycling containers, remove debris, and clean entrances
- Spot clean entrance door glass
- Disinfect drinking fountain(s), **telephones**
- Dust mop non-carpeted floors (spot mop as needed)
- Vacuum carpeted areas and entrance mats; remove gum and soil spots

**Three (3) times per week:**

- Damp mop non-carpeted floors (adjusted seasonally)

**Weekly:**

- Interior window cleaning (12 feet and below)
- Dust furniture, fire closets and extinguishers?
- Spot clean walls
- Clean glass partitions, display cases

**Monthly:**

- Restore finish on non-carpeted floors

**Four (4) times per year (every 3 months):**

- Dust vents, lights, pipes, venetian blinds, furniture, fire closets, extinguishers and connecting vertical and horizontal wall surfaces

**Three times per year (every 4 months):**

- Interim carpet care
  - Quick extraction in high traffic areas

**Yearly:**

- Strip and wax non-carpeted floors
- Shampoo/ deep clean carpet in Public Areas

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- Clean light diffusers (12 feet and below, CRT function)
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### **High Usage Public Stairs**

#### **Daily as needed:**

- Sweep or vacuum non-carpeted floors

#### **Three (3) times per week:**

- Damp mop non-carpeted floors (adjusted seasonally)

#### **Weekly:**

- Dust handrails, radiators and window ledges

Clean risers, ledges and glass

#### **Four (4) times per year:**

- High dust vents, lights, pipes, (12 feet and below) and connecting vertical and horizontal wall surfaces

### **Low Usage Stairs**

#### **Weekly:**

- Dust handrails, radiators and window ledges
- Clean risers and ledges
- Dust mop and damp mop

#### **Four (4) times per year:**

- High dust vents, lights, pipes, (12 feet and below) and connecting vertical and horizontal wall surfaces

### **Elevators**

#### **Daily:**

- Polish stainless steel and spot clean walls and doors
- Sweep and damp mop tiled floor
- Vacuum carpeted floor; remove gum and soil spots

#### **Two (2) times per month:**

- Clean light fixtures, ceiling panels and vents
- Thoroughly damp clean walls and doors
- Vacuum and damp mop door tracks
- Restore finish on non-carpeted floors

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### **Restrooms and Locker Rooms**

#### **Daily as needed:**

- Empty waste receptacles and change liners, empty feminine disposals and change liners in women's room
- Restock dispensers: soap, paper towel, toilet tissue and sanitary napkins
- Clean and disinfect toilets and urinals
- Disinfect basin
- Spot wash walls, partitions and lockers (with disinfectant)
- Clean mirrors and polish stainless steel and chrome surfaces
- Sweep floors, damp mop floors with disinfectant solution

#### **Weekly:**

- Damp clean and polish partitions thoroughly
- Clean doors and wall tiles
- Pour at least one gallon of water down floor drain

#### **Two (2) times per month:**

- De-scale fixtures as needed

#### **Monthly:**

- Interim restroom maintenance (power washing, top scrub floors)

#### **Four (4) times per year:**

- High dust vents, lights, pipes (12 feet and below) and connecting vertical and horizontal wall surfaces

#### **Three (3) times per year:**

- Restore floor finish where applicable

#### **Yearly:**

- Clean light diffusers (12 feet and below, CRT function)

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### Classrooms, Auditoriums, Libraries and Reception Areas

#### Daily as needed:

- Pick up liter
- Empty waste and recycling receptacles, replace liners
- Clean chalk/ white boards and trays (**with permission only in libraries and reception areas**)
- Clean glass in doors and partitions
- Vacuum traffic patterns on carpeted floors; remove gum and soil spots
- Dust mop and damp mop traffic aisles on non-carpeted floors

#### Weekly:

- Dust furniture surfaces and damp clean tabletops
- Empty pencil sharpeners
- Clean door surfaces
- Interior window cleaning (12 feet and below)
  - Interior walls, entryways and doors
- Vacuum carpeted areas thoroughly, remove gum and soil spot
- Dust mop and damp mop non-carpeted floors thoroughly

#### Monthly:

- Restore finish on non-carpeted floors

Four (4) times per year:

- High dust vents, lights, pipes (12 feet and below) and connecting vertical and horizontal wall surfaces

Three (3) times per year:

- Interim carpet care
  - Quick extraction in high traffic areas

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### Conference Rooms and Museums

#### **Daily as needed:**

- Empty waste receptacles and recycling, replace liners, damp clean as needed
- Clean glass in doors and partitions
- Clean chalkboards and trays
- Vacuum traffic patterns on carpeted floors; remove gum and soil spots
- Dust mop and damp mop traffic patterns on non-carpeted floors

#### **Weekly:**

- Empty pencil sharpeners
- Dust furniture surfaces and damp clean table tops
- Clean door surfaces
- Vacuum carpeted areas thoroughly; remove gum and soil spots
- Dust mop and damp mop non-carpeted floors thoroughly

#### **Monthly:**

- Restore finish on non-carpeted floors

#### **Four (4) times per year:**

- High dust vents, lights, pipes, ( 12 feet and below) and connecting vertical and horizontal wall surfaces

### Lunchrooms and Kitchenettes

#### **Daily as needed:**

- Empty waste receptacles and replace liners
- Clean table tops with disinfectant solution
- Disinfect drinking fountain, sink, counter tops and fronts, exterior surface of refrigerator and microwave
- Spot clean chairs
- Vacuum carpeted floors; remove gum and soil spots
- Dust mop and damp mop tiled areas

#### **Weekly:**

- Clean glass partitions, display cases and interior door glass
- Spot clean walls, including behind, around waste receptacles
- Restore finish to non-carpeted floors

**Monthly:** Thoroughly clean furniture (chairs, tabletops, counter surfaces)

**Four (4) times per year:** High dust vents, lights, pipes (12 feet and below) and connecting vertical and horizontal wall surfaces

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**Lounges**

**Daily as needed:**

- Empty waste receptacles and replace liners
- Clean doors, door glass
- Disinfect telephones
- Dust cleared furniture tops, desk lamps and bookshelves
- Clean non-upholstered furniture
- Vacuum carpeted floors and upholstered furniture and remove gum and soil spots
- Dust mop and damp mop tiled floors

**Weekly:**

- Interior window cleaning (12 feet and below)
  - Interior walls, entryways and doors

**Monthly:**

- Restore finish to non-carpeted floors

**Four (4) times per year:**

- High dust coat racks, clocks, window ledges, pipes, vents (12 feet and below) and connecting vertical and horizontal wall surfaces

**Yearly:**

- Clean light diffusers (12 feet and below, CRT function)

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**Computer Rooms and Copy/ Mail Rooms**

**Daily:**

- Empty waste and recycling receptacles, replace liners
- Dust mop and damp mop tiled floors, as needed
- Vacuum carpeted floors, remove gum and soil spots as needed

**Weekly:**

- Dust all horizontal furniture
- Thoroughly vacuum partitions and under and around computers
- Clean door surfaces, disinfect door handles

**Monthly:**

- Restore finish to non-carpeted floors

**Four (4) times per year**

- High dust vents, lights, pipes, (12 feet and below) and connecting vertical and horizontal wall surfaces

**Three (3) times per year:**

- Interim carpet care
  - Quick extraction in high traffic areas

**NOTE: We do not clean computers, monitors or keyboards**

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**Offices**

**Daily as needed:**

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- Clean private restrooms located within offices (using public restroom standards)

**Weekly:**

- Empty waste and recycling receptacles, change the liners
- Clean chalk/ white boards and trays (Seek permission of occupant before erasing boards)
- Interior window cleaning (12 feet and below)
  - Interior walls, entryways and doors

**Two (2) times per month:**

- Clean doors and door glass
- Clean non-upholstered furniture
- Dust cleared furniture tops, desk lamps and bookshelves
- Disinfect phones
- Vacuum carpeted floors and upholstered furniture, remove gum and soil spots
- Dust mop and damp mop tiled floors

**Monthly:**

- Restore finish to non-carpeted floors

**Four (4) times per year:**

- High dust coat racks, clocks, window ledges, pipes, vents (12 feet and below) and connecting vertical and horizontal wall surfaces

**Yearly:**

- Clean light diffusers (12 feet and below, CRT function)

**Every two (2) years:**

- Carpet shampoo and deep clean (Private offices)

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**NOTE: Waste receptacles containing glass, needles or other hazardous materials mixed with the regular trash will not be removed by the custodians.**

**Daily:**

- Empty regular waste receptacles and replace liners
- Seek permission before ever cleaning chalkboards in a research laboratory  
You may clean trays and replace chalk and erasers as needed.

**Weekly:**

- Dust mop and damp mop floors with general purpose cleaning solution
- Clean doors and glass, damp wipe switch plates and fire extinguishers
- Disinfect telephones

**Monthly:**

- Restore finish on non-carpeted floors

**Four (4) times per year**

- Dust vertical surfaces and vents, **ONLY AFTER** checking with laboratory personnel to ensure dusting will not harm research

**NOTE: Teaching laboratories are treated as classrooms**

**Shop Areas**

**Daily:**

- Empty waste receptacles and replace liners
- Dust furniture
- Disinfect sinks
- Sweep, dust mop and damp mop floors

**Monthly:**

- Restore finish to non-carpeted floors

**Four (4) times per year:**

- Dust vents, lights, pipes, (12 feet and below) and connecting vertical and horizontal wall surfaces, spot clean walls

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**Shower Stalls – Private**

**Daily as needed:**

- Thoroughly clean and disinfect shower stall

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- Mop floors with disinfectant

### **Weekly:**

- Remove soap film from walls
- Scrub shower walls and polish hardware
- Scrub floors with disinfectant

### **Shower Stalls – Recreation Buildings**

#### **Daily:**

- Thoroughly disinfect shower walls, each stall
- Clean and disinfect mats
- Mop floors with disinfectant
- Flush floor with clear water and squeegee dry

#### **Two (2) times per week:**

- Scrub and disinfect shower room walls, remove soap film from walls

#### **Monthly:**

- High dust all surfaces (12 feet and below)
- Clean handles, showerheads and other fixtures

### **Pool Areas**

#### **Daily:**

- Machine scrub the pool deck, spa area and corridors using a 1:10 bleach solution

#### **Weekly:**

- Dry mop bleachers
- Clean stainless steel
- Clean pool office (Use office standards)

#### **Two (2) times per year:**

- Clean bleacher area completely, including washing seats and cleaning floors

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### **Gymnastic and Activity Areas – Recreation Buildings**

#### **Daily:**

- Empty waste receptacles and replace liners

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- Clean and disinfect drinking fountains
- Dust furniture
- Spot clean walls; remove graffiti
- Clean doors and partition glass
- Dust mop and spot damp mop court floors
- Dry mop all gymnastic floors
- Sweep elevated running tracks
- Sweep and damp mop racquetball courts
- Dust mop and damp mop all tiled floors
- Vacuum traffic patterns on carpeted floors; remove gum and soil spots

**Weekly:**

- Clean door surfaces; clean glass in doors and partitions
- Clean and polish brass and chrome
- Vacuum carpeted areas thoroughly, remove gum and soil spots

**Two (2) times per month:**

- Dust furniture
- Vacuum upholstered furniture. Clean non-upholstered furniture
- Restore finish on non-carpeted floors

**Four (4) times per year:**

- High dust or vacuum vents, lights, pipes, (12 feet and below) and connecting vertical and horizontal surfaces

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**Clinics**

**Daily as needed:**

- Empty waste receptacles and recycling containers, change liners
- Remove debris from entrances

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- Clean entrance door glass and entrance area
- Spot clean walls
- Disinfect drinking fountains
- Dust mop non-carpeted floors
- Vacuum carpeted areas and mats; remove gum and soil spots

**Three (3) times per week:**

- Damp mop non-carpeted floors (adjusted seasonally)

**Monthly:**

- Clean glass partitions, display cases and interior glass
- Dust furniture, fire closets and extinguishers
- Dust vents, lights, pipes, venetian blinds, furniture and connection vertical and horizontal wall surfaces
- Restore finish on non-carpeted floors
  - Buff and reapply finish as needed

**Three (3) times per year:**

- Interim carpet care
  - Bonnet buff or quick extraction

**Yearly:**

- Strip and wax non-carpeted floors
- Carpet shampoo and deep cleaning (Public Areas)

**Every two (2) years:**

- Carpet shampoo and deep cleaning (Private Offices)

**NOTE:**

- **Deep carpet extraction and floor stripping and refinishing is done yearly**
- **Negotiable tasks include classroom setups and telephone cleaning**
- **Daily tasks in all areas include closing doors, windows and turning off lights**
- **With the exception of offices, all waste and recycling will be emptied daily or as needed**