UMD Facilities Management Custodial Service Frequencies

Definition of Services

Task	Offices	Conference Rooms	Departmental Classrooms, Libraries & Lounges	General Purpose Classrooms	Stairs	Public Circulation, Entrances & Elevators	Restrooms & Locker Rooms	Teaching Labs, Clinics & Research
Auto Scrub/Mop Floors	weekly	weekly	weekly	weekly	weekly	seasonal	daily	weekly
Carpet Extraction	annually	annually	annually	semi-annually	semi-annually	semi-annually	semi-annually	annually
Clean & Disinfect Drinking Fountains			daily	daily		daily		
Clean & Disinfect Fixtures							daily	
Clean & Refill Floor Drains							weekly	
Clean Boards		daily	daily	daily				daily
Clean Door Glass	weekly	weekly	weekly	weekly	weekly	weekly		weekly
Clean Kitchen Sinks/Counters		daily						
Clean Mirrors & Partitions							daily	
Clean Trash & Recycling Cans	quarterly	quarterly	quarterly	quarterly		quarterly	quarterly	quarterly
Clean Interior Windows (Accessible)	yearly	yearly	yearly	yearly	yearly	yearly		yearly
Descale Toilets & Urinals							weekly	
Dust Accessible Surfaces	weekly	weekly	weekly	weekly	weekly	weekly	weekly	weekly
Elevator - Fully clean						daily		
Empty Pencil Sharpeners		daily	daily	daily				daily
Empty Trash Containers	daily	daily	daily	daily		daily	daily	daily
Police (morning shift)			daily	daily	daily	daily	daily	
Power wash walls & floors					annually		semi-annually	
Realign Furniture		daily	daily	daily				
Re-Finish Floors	annually	annually	annually	annually	annually	semi-annually	annually	annually
Relamp/Clean Fixtures	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed
Remove Graffiti	as needed	as needed	as needed	as needed	as needed	as needed	as needed	as needed
Replenish Supplies		daily	daily	daily			daily	daily
Spot Clean Carpet Stains	as needed	daily	daily	daily		daily		
Spot Clean Glass	weekly	daily	weekly	daily	daily	daily	daily	daily
Spot Clean Surfaces	daily	daily	daily	daily	daily	daily	daily	daily
Sweep or Dust Mop Floors	daily	daily	daily	daily	daily	daily	daily	daily
Vacuum traffic lanes & obvious soil	daily	daily	daily	daily	daily	daily	daily	daily