Custodial Staffing Guidelines for Office Buildings

Recommended Staffing Service Level: Ordinary Tidiness

This is the level upon which the APPA study was based and has been modified for implementation at Calvin College. Lower levels of cleanliness for restrooms are not acceptable.

1) Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days’ work of dirt, dust stains or streaks.
2) All vertical and horizontal surfaces are clean, but marks, dust, smudges and fingerprints are noticeable with close observation.
3) Restroom tile and fixtures gleam, sanitized and odor-free. Supplies are adequate.
4) Trash containers and recycle bins are empty, clean and odor-free.

Entranceway

Daily:
- Empty trash and recycle containers
- Vacuum walk off mats
- Sweep/dust mop, vacuum floors
- Damp mop floors
- Dust flat surfaces
- Spot clean windows

Weekly:
- Spot clean walls and doors
- Sweep outside ramp and landing
- Clean trash and recycle containers
- Clean glass
- Clean brass

Quarterly:
- Perform interim floor care

Annually:
- Project clean light fixtures
- Clean carpet and/or refinish floor

Conference/ Study/ Recreation Rooms
Daily:
   Vacuum carpet and straighten furniture
   Empty trash and recycle containers
   Wipe telephones
Weekly:
   Spot clean walls, partitions and doors
   Dust cleared furniture and flat surfaces
   Spot clean carpet
Monthly:
   Clean trash and recycle containers
   Dust vents
Quarterly:
   Dust blinds
   Perform interim carpet care
   Project clean upholstered furniture
   Project clean light fixtures
   Clean windows
Annually:
   Perform restorative carpet care

Public (Circulation) Area

Daily:
   Sweep, dust mop, vacuum floors
   Clean drinking fountains
   Empty trash and recycle containers
   Wipe handrails
   Spot clean elevators
   Spot clean glass
Weekly:
   Clean trash and recycle containers
   Spot clean walls and doors
   Clean rails and elevators
   Mop floors
   Dust flat surfaces
Monthly:
   Dust vents
   Clean brass

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Perform interim floor care
Clean glass

Annually:
Project clean light fixtures
Refinish floor
Perform restorative carpet care

Stairwell

Daily:
Sweep, dust mop, vacuum stairs and landings
Damp mop stairs when needed
Wipe handrails

Weekly:
Damp mop stairs and landings
Spot clean walls and doors
Dust all flat surfaces
Clean handrails

Quarterly:
Perform interim floor care
Clean windows

Annually:
Project clean light fixtures
Refinish floors
Perform restorative floor care

Restroom

Daily:
Clean/sanitize urinals
Clean/sanitize toilets
Clean/sanitize sinks
Wiper mirrors
Restock supplies
Empty trash and sanitary containers
Damp mop floor

Weekly:
Clean trash containers
Clean partitions and doors
Spot clean walls and doors
Wipe open flat surfaces

Monthly:
Dust vents
Restock sanitary supply machines
Flush floor drains

Annually:
Project clean light fixtures
Project clean walls and partitions

**Storeroom**

Monthly:
Damp mop floors
Flush floor drains
Clean entrance door

Annually:
Dust vents
Project clean light fixtures