Custodial Staffing Guidelines for Residential 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 Room
Daily:
  Vacuum carpet and straighten furniture
  Empty trash and recycle containers
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

Hallways

Daily:
  Sweep, dust mop, vacuum floors
  Clean drinking fountains
  Empty trash and recycle containers
  Wipe handrails
  Spot clean elevators
  Spot clean glass
Weekly:
  Spot clean walls and doors
  Clean rails and elevators
  Dust flat surfaces
Monthly:
  Clean glass
Annually:
  Project clean light fixtures
  Perform restorative carpet care
Stairwell

Daily:
- Vacuum stairs and landings
- Wipe handrails

Weekly:
- Spot clean walls and doors
- Dust all flat surfaces
- Clean handrails

Quarterly:
- Perform interim floor care
- Clean windows

Annually:
- Project clean light fixtures
- 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

**Kitchen**

Daily:
- Vacuum
- Clean/sanitize tables
- Clean/sanitize countertops
- Clean stove
- Clean Microwave
- Restock supplies
- Empty trash
- Damp mop floor (if hard floor surface)

Weekly:
- Clean trash containers
- Spot clean walls and doors
- Wipe open flat surfaces
- Clean refrigerator
- Empty recycling

Monthly:
- Dust vents

Annually:
- Project clean light fixtures
- Project clean walls
- Extract carpet

**Laundry Room**

Daily:
- Spot clean

Weekly:
- Empty trash containers

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<th>Custodial Staffing Guidelines for Residential Buildings</th>
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<tbody>
<tr>
<td>Title</td>
<td>Revision</td>
<td>Date</td>
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Clean machines
Vacuum
Wipe open flat surfaces

Monthly:
High dust
Flush floor drains

Annually:
Project clean light fixtures
Refinish or hard clean floor