

BRS: Non-Residential – Routine Cleaning

Please note: the following may vary depending on type and usage of space, construction finish, or customer requirements.

Building and Residential Services (BRS) Routine Cleaning – Non-Residential APPA Level 3 Service and Frequency (12 months) (5-day service)		
SERVICE TYPE	DEFINITION	FREQUENCY
Office Areas	High dust shoulder height and higher	Once per week
	Sanitize all available horizontal Surfaces with approved all-purpose cleaner/germicidal solution – <i>*Will not move personal items unless authorized by staff.</i>	Daily
	Spot clean (Walls & Windows, Doors, Fixtures)	Daily
	Spot clean floors (carpet or hard surface)	Daily
	Low dusting of horizontal and vertical surfaces	Once per week
	High dusting of horizontal and vertical surfaces	Once per week
	Vacuum carpet	Once per week
	Mop hard surfaces	Once per week
	Carpet cleaning	Twice per year

Conference Rooms	Empty trash/compost Spot clean floors, tables, windows, and ledges Low dusting High dusting Vacuum entire suite; if hard floor will be mopped daily Carpets cleaned Hard floors stripped/scrubbed and waxed Inspect rooms	Daily Daily Daily Once per week Twice per week Twice per year Twice per year Daily
Classrooms/Teaching Lab/Study Rooms	Empty trash/compost Spot clean floors, tables, windows, and ledges Clean boards (replenish chalk and dry erase material if expected) Low dusting of horizontal and vertical surfaces High dusting - horizontal and vertical surfaces Vacuum entire classroom; if hard floor will be mopped Carpets cleaned Hard floors stripped/scrubbed and waxed	Daily Daily Daily Once per week Once per week Once per week Twice per year Twice per year

Library/Study Space	<p>Empty trash/compost</p> <p>Spot clean floors, windows, and ledges</p> <p>Clean boards (replenish chalk and dry erase material if expected)</p> <p>Low dusting of horizontal and vertical surfaces</p> <p>High dusting - horizontal and vertical surfaces</p> <p>Vacuum entire space; if hard floor will be mopped daily</p> <p>Carpets cleaned</p> <p>Hard floors stripped/scrubbed and waxed</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Once per week</p> <p>Once per week</p> <p>Daily</p> <p>Twice per year</p> <p>Twice per year</p>
Corridors	<p>Dust mopped</p> <p>Spot mopped (in the morning)</p> <p>Auto scrubbed/burnished nightly</p> <p>Empty trash/compost and clear area of debris</p> <p>Stripped/scrubbed and refinished</p>	<p>Twice per day</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Twice per year</p>
Restrooms / Locker Rooms	<p>Clean and sanitize sinks and toilets with approved germicidal solutions</p> <p>Empty trash</p> <p>Clean all other horizontal/vertical surfaces</p> <p>Refill dispensers</p> <p>Mop floors</p> <p>High dust/low dust</p> <p>Floors scrubbed/stripped and refinished</p>	<p>Once per shift</p> <p>Once per shift</p> <p>Once per shift</p> <p>Daily</p> <p>Daily</p> <p>Once per week, as needed</p> <p>Quarterly, between cycle as needed</p>

	Policed	Three times per shift
Entrances/Vestibules	Clean Glass and door frames	Once per shift
	Sweep/vacuum/ Mop floor	Once per shift
	Monitor areas	Several times during shifts
	Service entrance mats and runners	Once per shift
	High/low dust	Once per week
Staff Lounges/Ancillary Areas	Clean sinks/refill soap/paper towels/etc.	As needed and if applicable
	Mop floors	Daily
	Clean/sanitize other horizontal/vertical surfaces with approved germicidal solution	Once per shift
	High/low dust	Once per week
	Floor scrubbed/stripped and refinished	Once er year
	Carpet vacuumed	Once per week or more as needed
	Carpets cleaned	Once per year
Recycle Services	Remove trash	Twice per day or as needed
	Clean trash receptacles	Daily
	Spot clean wall and surrounding area	Daily

BRS: Non-Residential (Academic) – Auxiliary Services

Related services include: Waste, Pest Control, Staging, and Surplus.

Auxiliary Services Schedule		
SERVICE TYPE	DEFINITION	FREQUENCY
Waste Removal	Removal of waste from the property (from centralized waste containers)	All properties - Daily
Staging and Surplus	Set up and break down for events and discarding of unwanted items	As request – during business hours *After hour rate will apply outside of business hours
Pest Control	Removal of waste from the property (from centralized waste containers)	All properties- weekly or as needed (contracted service)