

**Skaggs Road Building/Free Clinic
Pocahontas Landmark Gym:**

Appendix E

1. Preparation Areas, and Clinic Area

ROUTINE CLEANING DAILY WEEKLY MONTHLY ANNUAL

Dry Mop Floor ~~X~~

Spot Wet Mop ~~X~~~~X~~ Wet Mop Entire Floor ~~X~~

Scrub & Re-coat Floor ~~X~~ Spray, Buff & Polish ~~X~~ Wash Tables/Desks/Chairs ~~X~~
Baseboard & Moldings

Empty Trash/Recycle ~~X~~

Containers X

Clean/Dust Windowsills,

Clean Windows, Interior **Twice/Wk**

Clean Door(s) Glass & Hardware

(interior & exterior) Spot Wash Walls, Remove

Graffiti

As Needed

~~X~~

Clean/ Dust Window Blinds **Twice/ Mo.** Clean/ Dust Fan Blades **Twice/**

Mo. Clean Vents ~~X~~ Clean Trash Cans ~~X~~ Clean Lights X

Clean Sinks & Sanitize ~~X~~

Fountains

Clean Shelving & Built-in

~~X~~

Furniture

Complete High Dusting ~~X~~

Clean Classroom Lavatories ** ** * * *

CARPETED SPACE (ANNUAL)

ROUTINE CLEANING DAILY WEEKLY MONTHLY AS REQUIRED

Vacuum Floor ~~X~~

Spot Clean ~~X~~

Extract Entire Floor ~~X~~

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2. Offices, and Conference Rooms:

ROUTINE CLEANING DAILY WEEKLY MONTHLY ANNUAL

Dry Mop Floor **X**

Spot Wet Mop **X**

Wet Mop Entire Floor **X**

Scrub & Re-coat Floor **X** Spray, Buff & Polish **Twice/Mo.**

Trash/Recycle

Containers

X

Empty

Clean Windows, Interior **X**

Clean Door(s) Glass **X**

& Hardware (interior

& exterior)

Clean/ Dust Window Blinds **Twice/ Mo.** Clean/ Dust Fan Blades **Twice/**

Mo. Clean Vents **X** Clean Trash Cans **X** Clean Lights **X** Clean Sinks **X**

Built-in Furniture **X**

Dusting Shelving & Cleaning

X

Spot Clean Upholstered
Furniture

Complete High Dusting **X**

Clean Interior Lavatories ** ** * * *

CARPETED SPACE (ANNUAL)

ROUTINE CLEANING DAILY WEEKLY MONTHLY ANNUAL

Vacuum Floor **X**

Spot Clean **X**

Extract Entire Floor **

Skaggs Road Building/Free Clinic
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3. Custodial and Storage Closets, and available Mechanical Spaces:

ROUTINE CLEANING ~~DAILY~~ WEEKLY MONTHLY ANNUAL

- Clean, Dry & Odor Free
 - Dry Mop Floor
 - Spot Wet Mop
 - Wet Mop Entire Floor
 (maintenance to reduce odor)
 - Empty Trash/Recycle Containers
 - Clean Mops and Equipment

 - Clean Windows, Interior
 - Clean Door(s) Glass & Hardware (interior & exterior)

 - Clean Vents
 - Clean Trash Cans Clean Lights
 - Clean Sinks
 - Complete High Dusting Clean Interior Lavatories ** ** * ** *
- Skaggs Road Building/Free Clinic**
Pocahontas Landmark Gym:

4. Restrooms, Locker Rooms, and Shower Rooms:

ROUTINE CLEANING DAILY WEEKLY MONTHLY ANNUAL

- Dry Mop Floor
- Wet Mop Entire Floor
- Clean and Sanitize all Fixtures
- Scrub & Re-coat Floor Remove Graffiti **As Needed**
- Empty Trash/Recycle Soap & Paper Containers Dispensers
- Clean and Re-fill

X

X

Clean Mirrors X

Clean Windows, Interior X

Clean Door(s) Glass Soap, Stains, & Graffiti

& Hardware (interior i

& exterior) Spot X X

Wash

Walls; Remove

(walls & stalls) X Clean All Vertical Surfaces

Machine Scrub/ Power Stalls; Remove

Wash/ Disinfect Floors Residue, Soap Scum & Shower Room

Scrub/ Power Wash/ Marks X

Disinfect Walls & X

(exteriors) X

Clean & Scrub Lockers

Clean Vents X Clean Trash Cans X Clean Lights X Complete High

Dusting X

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5. Gymnasium:

ROUTINE CLEANING DAILY WEEKLY MONTHLY ANNUAL

GYMNASIUM

Dry Mop Floor using mop 3X

treated with approved

solution Wet Mop Spills/Spots X

(cold/ damp mop & dry)

Extend Bleachers, Damp In-Door X

Mop Season

Floorboards & Isles, Damp Wipe X

Seats (1)

Fixtures X
Clean and Sanitize all Fountain/

Remove Graffiti X

Empty Trash/Recycle Containers X

Clean Windows, Interior X
Clean Door(s) Glass & X
Hardware (interior &
exterior) Clean & Scrub X
Vertical
Surfaces (walls & stalls)

Clean Vents X

Clean Trash Cans X

Clean Lights (accessible) X

Complete High Dusting X

**** 5X per Week – Skaggs Road ****

*****FREE CLINIC CANNOT BE CLEANED UNTIL AFTER 9 PM ON
MONDAY'S (Skaggs Road Location)*****

**** Monday, Wednesday, Friday and Sunday's – Pocahontas Landmark Center Gym**

Square Footage:

Skaggs Road: 6,750

Gym: 14,000