

MIDDLE TENNESSEE STATE UNIVERSITY
Cleaning Standards and Frequencies
December, 2012

Entranceway

Daily Activities:

Spot clean glass entrance doors
Empty lined waste containers
Sweep/dust-mop floors
Outside entrance doors open by 6:30 A.M.
Report maintenance items to supervisor

Alternate Day Activities:

Damp-mop floors

Weekly Activities:

Vacuum carpet
(vacuum at least once per week and “as needed” during the week)
Dust flat surfaces
Clean/roll-up walk-off mats
Pick up cigarette butts and put in containers within 20 feet of building
Sweep/blow off outside ramp, steps, landing, sidewalk, porch, and balcony areas within 20 feet of building; pick-up all trash and dispose appropriately

Project Work

Monthly:

Spot-clean walls and doors
Clean glass doors and windows around doors (High Intensity Buildings: Weekly)
Spray-buff/burnish hard floors (High Intensity Buildings: Weekly)

Annual:

Strip/shower scrub floors
Project-clean walk-off mats

Note: All exterior entranceways must be de-iced by 6:30 AM at all contracted facilities when snow or ice is present. This includes the stairs and sidewalks leading to the main pedestrian sidewalk.

Classroom With Hard Floor

Daily Activities:

Clean classroom boards and trays
Empty pencil sharpeners
Clean sinks, restock paper towels and hand soap, where applicable
Empty lined waste containers
Process bio waste, where applicable
Sweep, dust mop floors
“Motel-Style Cleaning/Unlocking of Doors” - Lock all interior doors immediately after area has been cleaned
Report maintenance items to supervisor

Weekly Activities:

Clean desk tops with disinfectant
Damp-mop floors
Dust flat surfaces

Monthly Activities:

Spot clean walls and doors

Project Work

Semi-Annual:

Project clean furniture and seating:
 Hard surface furniture/seating: wipe clean
 Upholstered furniture: vacuum
Dust vents (within 10 feet of floor)

Annual:

Strip/shower scrub floors
Clean trash containers
Dust blinds

Classroom with Carpeted Floor

Daily Activities:

Clean classroom boards and trays

Empty pencil sharpeners

Clean sinks, restock paper towels and hand soap, where applicable

Empty lined waste containers

“Motel-Style Cleaning/Unlocking of Doors” - Lock all interior doors immediately after area has been cleaned

Report maintenance items to supervisor

Weekly Activities:

Vacuum carpet and straighten furniture

(vacuum at least once per week and “as needed” during the week)

Dust flat surfaces

Clean desk tops with disinfectant

Monthly Activities:

Spot clean walls and doors

Spot clean carpets

Project Work

Semi-Annual:

Project clean furniture and seating

Hard surface furniture/seating: wipe clean

Upholstered furniture: vacuum

Clean trash containers

Dust vents (within 10 feet of floor)

Annual:

Perform restorative carpet care

Dust blinds

Clean trash containers

Office with Hard Floors
(includes Copy Rooms/Work Rooms)

Weekly Activities:

Empty lined waste containers

Sweep, dust-mop floors

“Motel-Style Cleaning/Unlocking of Doors” - Lock all interior doors immediately after area has been cleaned

Report maintenance items to supervisor

Monthly Activities:

Damp-mop floors

Project Work

Annual:

Strip/shower scrub floors

Dust vents (within 10 feet of floor)

Project clean furniture and seating

 Hard surface furniture/seating: wipe clean

 Upholstered furniture: vacuum

Clean trash containers

Office with Carpeted Floors
(includes Copy Rooms/Work Rooms)

Weekly Activities:

Empty lined waste containers

Vacuum carpet and straighten furniture

(vacuum at least once per week and “as needed” during the week)

“Motel-Style Cleaning/Unlocking of Doors” - Lock all interior doors immediately after area has been cleaned

Report maintenance items to supervisor

Project Work

Annual:

Perform restorative carpet care

Dust vents (within 10 feet of floor)

Project clean furniture and seating

Hard surface furniture/seating: wipe clean

Upholstered furniture: vacuum

Clean trash containers

Office with Carpeted Floors (Limited)

Daily Activities:

Empty lined waste containers

“Motel-Style Cleaning/Unlocking of Doors” - Lock all interior doors immediately after area has been cleaned

Report maintenance items to supervisor

Weekly Activities:

Vacuum carpet and straighten furniture

(vacuum at least once per week and “as needed” during the week)

Project Work

Annual:

Project clean furniture and seating

Hard surface furniture/seating: wipe clean

Upholstered furniture: vacuum

Dust vents (within 10 feet of floor)

Perform restorative carpet care

Clean trash containers

Note: This service should be performed in the following areas:

Position	Building	Office Suite
President's Office	Cope Administration	110
Vice Pres. of Business & Finance	Cope Administration	119
Exec. Vice President & Provost	Cope Administration	111
Vice President for ITD and CIO	Cope Administration	217
Vice President for Student Affairs	Keathley University Center	212
Vice President for Development	Wood-Stegall	103
All positions	Parking Services Building	All offices

Conference Rooms/Meeting Rooms With Hard Floors or Carpeted Floors

Daily Activities:

Empty lined waste containers

“Motel-Style Cleaning/Unlocking of Doors” - Lock all interior doors immediately after area has been cleaned

Report maintenance items to supervisor

Alternate Day Activities:

Sweep, dust-mop hard floor floors

Weekly Activities:

Vacuum carpet and straighten furniture

(vacuum at least once per week and “as needed” during the week)

Monthly Activities:

Damp-mop hard floors

Spot-clean carpets

Spot-clean walls, partitions and doors

Project Work

Semi-Annual:

Project clean furniture and seating

Hard surface furniture/seating: wipe clean

Upholstered furniture: vacuum

Dust vents (within 10 feet of floor)

Annual:

Strip/shower scrub hard floor

Perform restorative carpet care

Clean trash containers

Public (Circulation) Area with Hard Floors (Hallways/Corridors)

Daily Activities:

Clean water fountains/Replenish cups in dispensers, where applicable
Sweep, dust mop floors
Empty lined waste containers
Report maintenance items to supervisors

Weekly Activities:

Damp-mop floor
Dust flat surfaces
Clean doors, glass panels and windows

Monthly Activities:

Clean telephones (both on-campus and public telephones)
Dust furniture
Spot-clean walls and doors
Dust vents (within 10 feet of floors)
Auto-scrub floors (High Intensity Buildings: Bi-monthly)
Spray-buff/burnish floors (High Intensity Buildings: Weekly)

Project Work

Annual:

Clean trash containers
Strip/shower scrub floors (High Intensity Buildings: Semi-annual)

Public (Circulation) Area with Carpeted Floors (Hallways/Corridors)

Daily Activities:

Clean water fountains
Empty lined waste containers
Report maintenance items to supervisor

Weekly Activities:

Clean doors, glass panels and windows
Vacuum carpet and straighten furniture
(vacuum at least once per week and “as needed” during the week)

Monthly Activities

Clean telephones (both on-campus and public telephones)
Dust flat surfaces
Dust furniture
Spot-clean walls and doors
Spot clean carpets (High Intensity Buildings: Extract carpet monthly)

Project Work

Semi-Annual:

Dust vents (within 10 feet of floor)

Annual:

Clean trash containers
Perform restorative carpet care

Stairwell

Daily Activities:

Report maintenance items to supervisor

Alternate Day Activities:

Sweep and damp mop stairs and landing

Vacuum stairs and landings, where applicable

Project Work

Quarterly:

Dust flat surfaces (High Intensity Buildings: Monthly)

Spot-clean walls and doors (High Intensity Buildings: Monthly)

Annual:

Strip/shower scrub hard floors

Restorative carpet care, where applicable

Kitchen/Breakroom

Daily Activities:

Empty lined waste containers
Report maintenance items to supervisor

Alternative Day Activities:

Clean door glass
Sweep, dust-mop floors (where applicable)

Weekly:

Damp-mop floors (where applicable)
Vacuum carpet and straighten furniture
(vacuum at least once per week and “as needed” during the week)
Spot clean carpets

Project Work

Semi-Annual:

Dust vents (within 10 feet of floor)

Annual:

Strip/shower scrub hard floors
Restorative carpet care

Vending

Daily Activities:

Clean water fountains/Replenish cups in dispensers, where applicable
Empty lined waste containers
Sweep, dust mop floors
Report maintenance items to supervisor

Monthly Activities:

Spot clean walls and doors
Spray, buff/burnish floors (High Intensity Buildings: Weekly)

Project Work

Quarterly:

Auto-scrub floors, where applicable

Annual:

Dust vents (within 10 feet of floor)
Clean trash containers
Restorative carpet care
Strip/shower scrub floors

Auditorium

Daily Activities:

Empty lined waste containers

“Motel-Style Cleaning/Unlocking of Doors” - Lock all interior doors immediately after area has been cleaned

Report maintenance items to supervisor

Weekly Activities:

Dust mop stage and area behind stage

Vacuum carpet and straighten furniture – High Intensity Buildings: Alternate Days
(vacuum at least once per week and “as needed” during the week)

Sweep/damp-mop hard floors

Dust flat surfaces

Project Work

Annual:

Dust vents (within 10 feet of floor)

Spot clean walls and doors

Spot clean carpets

Project clean furniture and seating: vacuum

Clean trash containers

Perform restorative carpet care

Restrooms

Daily Activities:

- Clean sinks
- Clean commodes (clean inside and outside of bowl)
- Clean/disinfect urinals (where applicable)
- Clean mirrors
- Empty lined waste containers
- Restock soap and toilet paper
- Restock paper hand towels
- Sweep, wet-mop and scrub floors
- Report maintenance items to supervisors, including graffiti

Weekly Activities:

- Clean partitions and doors
- Dust open, flat surfaces
- Spot-clean walls and doors

Note: Efforts should be taken to remove graffiti on partitions, walls and doors

Project Work

Semi-Annual:

- Dust vents (within 10 feet of floor)
- Project clean light fixtures

Shower Room

Daily Activities:

Clean drains

Clean/disinfect shower room

Clean/spray tiles to remove residue/mildew

Report maintenance items to supervisor

Todd Hall

(Rooms with specific cleaning requirements)

Drawing Rooms

Rooms 117, 117A & 122

Clay Area/Throwing Rooms

Rooms 113 & 118

Daily Activities:

Empty lined waste containers

Sweep, damp-mop floors

Report maintenance items to supervisor

Weekly Activities:

Dust flat surfaces

Project Work

Semi-Annual:

Dust vents (within 10 feet of floor)

Annual:

Project clean furniture and seating

Hard surface furniture/seating: wipe clean

Upholstered furniture: vacuum

Spot clean walls and doors

Dust blinds

Clean trash containers

Note: Do not leave excess or puddles of water on floor, particularly close to equipment/clay throwing wheels.

Middle Tennessee State University Cleaning Standards and Frequencies

Day Porter Responsibilities

Day Porters are responsible, at a minimum, for the following activities:

Restrooms

- Restock paper hand towels
- Restock toilet paper
- Restock toilet seat covers
- Restock soap
- Spot clean restroom, as needed, including floors, walls, partitions, etc.

General Space

- Clean spills
- Spot clean public areas, as needed (i.e., removal of trash on floor or furniture, in trash receptacles, etc.)
- Spot clean after events
- Restock paper cup dispensers located at water fountains

Classrooms/Labs with Sinks and Paper Supplies

- Restock paper hand towels when classes are not session

In addition to the minimum requirements, the Day Porters would generally be allowed to perform other cleaning tasks from the specific cleaning standards and frequency sheets in public areas that do not interfere with the activities of building occupants. These activities typically include the following:

- Spot clean glass entrance doors
- Spot sweep stairwells, entranceways and hallways
- Clean stairwell railings
- Spot clean walls
- Dust and/or clean stains on furniture in hallways and lobbies
- Dust/damp clean vending machines
- Sweep exterior entranceways and dispose of trash in cans, as needed
- Pick up trash around building entrances and sidewalks, within 20' of buildings

Middle Tennessee State University Cleaning Standards and Frequencies

High Intensity Buildings

Business & Aerospace Building

College of Education

Mass Communications

Cope Administration Building

Peck Hall

Kirksey Old Main

Midgett Building

Todd Hall

Student Union Building