

SOUTHEAST MISSOURI STATE UNIVERSITY ACADEMIC CUSTODIAL STANDARDS

TASK	RESTROOMS LOCKER ROOMS SHOWERS	CLASSROOMS LABS	HALLWAYS	STAIRWAYS	ENTRYWAYS	LOUNGE AREAS	COMMON AREAS	CONFERENCE ROOMS	OFFICES
Auto Scrub floors	As needed	As needed	Weekly			As needed	As needed		
Clean boards		Weekly							
Clean drinking fountains	Daily		Daily			Daily	Daily		
Clean mirrors	Daily								
Clean trash cans	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Clean/disinfect all fixtures	Daily								
Vacuum/ mop floor	Daily	Daily	Daily	Weekly	Daily	Daily	Daily	Daily	Weekly
Dust all surfaces/ vents	Daily	Daily	Daily	Weekly	Daily	Daily	Daily	Daily	Yearly
Sweep or dust mop floors	Daily	Daily	Daily	Weekly	Daily	Daily	Daily	Daily	Weekly
Empty Pencil sharpeners		As needed							Weekly
Empty trash containers	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Weekly
Carpet extraction cleaning	Semiannual	Semiannual	Semiannual	As needed	Semiannual	Semiannual	Semiannual	Yearly	Yearly
Flush floor drains	Monthly								
Re-finish floors		Yearly	Yearly	Yearly	Yearly	Yearly	Yearly	Yearly	Yearly
Remove graffiti	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Replace light bulbs	Work order must be submitted to have light bulbs changed as needed								
Replenish supplies	As needed	As needed				As needed			
Snow removal					As needed				
Spot carpet extraction	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	Yearly
Spot clean desks/tables		Daily				Daily	Daily	Daily	Yearly
Spot clean glass	Daily				Daily				
Spot clean walls/doors	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Yearly
Vacuum		Daily	Daily	Weekly	Daily	Daily	Daily	Daily	Weekly