TLC Task/Frequency and Custodial Schedule
Building Square Footage: 115,811

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Custodian</th>
<th>Task Preformed</th>
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</thead>
<tbody>
<tr>
<td>4:30am-1:00pm</td>
<td>Custodian I 8hrs</td>
<td>Preform routine daily cleaning tasks 1/2 of 1st floor and 2nd floor</td>
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<tr>
<td>4:30am-1:00pm</td>
<td>Custodian I 8hrs</td>
<td>Preform routine daily cleaning tasks 1/2 of 1st floor and 3rd floor</td>
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<tr>
<td>1:30pm-10:00pm</td>
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<td>Patrol restrooms, lobby, entrances and events</td>
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<tr>
<td>10:00pm-6:30am</td>
<td>Floor Tech</td>
<td>Scrub lobby and back hallway daily</td>
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<tr>
<td>Bi-Monthly</td>
<td>Floor Tech</td>
<td>Scrub and recoat Hallway floors</td>
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<tr>
<td>Bi-Monthly</td>
<td>Floor Tech</td>
<td>Extract all Carpet and Kai Vac all restrooms</td>
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<tr>
<td>Annually</td>
<td>Floor tech</td>
<td>Strip and wax all floors</td>
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<tr>
<td>Annually</td>
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<td>clean all windows inside and out</td>
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<tr>
<td>Monday</td>
<td>Tuesday</td>
<td>Preform detail cleaning (non-Daily routine tasks) according to the assignment drawing</td>
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<tr>
<td>Thursday</td>
<td>Friday</td>
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**Daily Routine Cleaning Tasks**

**Common Areas:**
Spot sweep and mop tile floors
- spot clean spills on carpet
- Remove all trash
- Clean all doors and windows
- Dust all window seals, ledges and display cases
- clean desks and chairs in lobby's and hallways
- Remove all out dated signs and spot clean walls
- Clean Doors/windows
- Remove all debris from entrances

**Classrooms/Labs:** (Chem Labs assistances clean their Tables)
- Remove all trash
- Clean all dry erase and chalk boards
- Spot sweep floors and spot mop floors
- Arrange all desks and chairs
- wipe all desk tops once a week
- clean windows and seals once a week
- Restock paper towels

**Restrooms:**
- Remove all trash and replace liners
Clean and disinfect all counter tops, doors and handles
Clean and disinfect all toilets and sinks
Clean and polish all stainless steel dispensers
Restock all paper products and soap
Sweep and Mop floors daily
Once a week clean ceiling vents and light fixtures
Clean all mirrors and dispensers
Bi Monthly scrub all floors

**Offices:**
Remove all trash and Recycle
Spot sweep/vacuum all floors
Once a week dust all surfaces
Once a week clean vents and light fixtures
Once a week vacuum under desks, along, baseboards, corners
Once a week clean windows and seals and blinds

**Stairways:**
Spot sweep/vacuum/spot mop daily
Complete vacuum/mop once a week
Clean hand rails
Clean windows and seals weekly
clean and disinfect doors and handles
Clean vents and light fixtures once a week
Vacuum all mats daily
Remove all trash and replace liners daily

**Entrances**
Vacuum all mats daily
Clean windows and doors
Pressure wash entrances once a year
Remove all cobwebs and insect nests as needed

**Hallways**
Dust mop and spot mop daily
Compleat mop once a week
Buff hallways once a week
Vacuum furniture once a week
Wipe tables daily
Clean Vents and windows once a week