

DMMIB 5th floor

DMMIB 5th floor	Daily	Weekly	Bi weekly	Monthly
Lobbies				
Dust all horizontal surfaces within normal reach				X
Detail dust - high and low areas				X
Spot clean all walls, light switches, and doors			X	
Damp wipe horizontal surfaces		X		
Vacuum or brush upholstered furniture				X
Empty and remove trash, replace liners if needed	X			
Spot clean carpet - spills		X		
Detail vacuum all carpet		X		
Detail vacuum - corners and edges		X		
Spot Vacuum all carpet	X			
Restrooms				
Clean & sanitize toilet (in & out)	X			
Clean all sink basins, chrome & drain pipes	X			
Clean all mirrors & counter tops	X			
Empty wastebaskets, change liners as needed.	X			
Spot clean doors., kickboards, walls & partitions of fingerprints, etc.	X			
Polish any bright metal surfaces	X			
Sweep & mop floors.	X			
Restock bathroom supplies (toilet paper, papertowel, soap, etc.)	X			
Conference Rooms				
Dust all horizontal surfaces within normal reach				X
Detail dust - high and low areas				X
Spot clean all walls, light switches, and doors		X		
Damp wipe horizontal surfaces		X		
Empty wastebaskets, change liners as needed.	X			
Vacuum or brush upholstered furniture				X
Spot clean carpet - spills		X		
Detail Vacuum - corners and edges				X
Detail Vacuum all carpet		X		
Spot Vacuum all carpet	X			
Kitchen/Break Room				
Detail dust - high and low areas				X
Damp wipe countertops, break room tables, eating area chairs and booths	X			
Dust mop and Damp mop hard surface floor	X			
Clean Sinks, the exterior of fridge, exterior of microwave, and coffee machine/stat	X			
Arrange Furniture	X			
Restock paper towel and soap as needed	X			
Empty and remove trash, replace liners if needed	X			
Hallways				
Detail dust - high and low areas				X
Spot clean walls, light switches and doors		X		
Spot Vacuum all carpet	X			
Spot clean carpet - spills		X		
Detail vacuum - corners and edges				X
Detail vacuum all carpet		X		
Offices				
Offices				
Dust all horizontal surfaces within normal reach				X
Detail dust - high and low areas				X
Spot clean all walls, light switches, and doors		X		
Damp wipe horizontal surfaces		X		
Vacuum or brush upholstered furniture				X
Empty and remove trash, replace liners if needed	X			
Spot Vacuum all carpet	X			
Spot clean carpet - spills		X		
Detail vacuum all carpet		X		
Detail vacuum - corners and edges				X

MSU SECCHIA

Secchia Floors 1-7	Daily	Weekly	Bi weekly	Monthly
Conference/Study/Class Rooms				
Clean tables & chairs, arrange chairs neatly	X			
Clean fingerprints/smudges on door jambs, light fixtures, etc (high touch point areas)		X		
Empty wastebaskets, change liners as needed.	X			
Vaccum all carpeting, spot clean as needed. Special attention to corners, edges	X			
Dusting to 6' including countertops, window ledges, tops of wall objects, etc.		X		
Vacuum/brush cloth furniture.		X		
Sweep/damp mop tile floors.		X		
Dust/damp clean all desks reasonably cleared, clean desk items.	X			
Offices				
Clean all door glass			X	
Wipe down open area of desk			X	
Clean tables, chairs and other dust collection areas			X	
Empty waste baskets, change liners as needed. (trash out of door other than deep cleaning day)			X	
Vacuum carpet			X	
Deans personal office, personal conference room and personal bathroom should be touched up daily and deep cleaned on it regular night		X		
		X		
Break Room				
Sweep & damp mop	X			
Wipe tables & chairs, arrange chairs neatly.	X			
Clean sinks & counter tops	X			
Wipe fronts of appliances & cabinets	X			
Empty wastebaskets, change liners as needed.	X			
Refill any paper or soap dispensers	X			
Clean exterior of microwave	X			
Restrooms				
Clean & sanitize toilets and urinals (in & out) including seats	X			
Clean all sink basins, chrome & drain pipes	X			
Clean all mirrors & countertops	X			
Empty wastebaskets, change liners as needed.	X			
Spot clean doors, kickboards, walls & partitions of fingerprints, etc.	X			
Polish any bright metal surfaces	X			
Sweep & mop floors.	X			
restock bathroom supplies (toilet paper, papertowel, soap, etc.)	X			
6th floor locker room lockers--front wiped daily, top cleaned monthly	X			X
Common Areas				
Clean all glass		X		
Vacuum carpeting & mats		X		
Wipe all counters (daily), ledges, any dust collecting items on walls (biweekly)	X		X	
Clean tables, chairs and other dust collecting areas		X		
Empty wastebaskets, change liners as needed.	X			
Clean & sanitize drinking fountains	X			
Wipe fronts and tops of lockers			X	
Floor Scrubber Machine	X			
Event Space/Lobby/Entrances General Cleaning	X			
Copy Room Trash Removal	X			
Stairs				
Center stairs sweep and damp mop spot clean glass and ledges		X		
Side stairs sweep and damp mop (cleaned monthly but spot cleaned weekly)			X	
Notes				
Closed offices and cubicles will be "deep cleaned" on a bi-weekly basis.				
5th floor provides a nightly map of exam rooms that need to be cleaned				

MSU SECCCHIA

Secchia 8th Floor	Daily	Weekly	Bi weekly	Monthly
Common area				
Sweep/damp mop tile floors.		X		
Clean fingerprints/smudges on door jambs, light fixtures, kickboards, etc.		X		
Empty wastebaskets, change liners as needed.		X		
Clean & santize drinking fountains		X		
Wipe down the fronts of elevators		X		
Clean all glass for prints and smudges			X	
Run Floor scrubber in hallway		X		
Restrooms				
Clean & sanitize toilets and urinals (in & out)	X			
Clean all sink basins, chrome & drain pipes	X			
Clean all mirrors & counter tops	X			
Empty wastebaskets, change liners as needed.	X			
Spot clean doors., kickboards, walls & partitions of fingerprints, etc.	X			
Polish any bright metal surfaces	X			
Sweep & mop floors.	X			
Restock bathroom suplies (toilet paper, papertowel, soap, etc.)	X			
Meeting / Banquet Room				
Sweep and damp mop floor (CHECK DAILY)		X		
Clean table & chairs, arrange chairs neatly.		X		
Dusting to 6' including window ledges, top of wall objects, etc.		X		
Spot clean all glass.		X		
Empty wastebaskets, change liners as needed.	X			
Catering Kitchen				
Sweep and mop floor		X		
Empty and reline waste containers as needed		X		
Wipe all counters and cupboards fronts		X		
Clean exterior of the microwaves		X		
** Frequencies could change, depending on event schedule **				

MSU Research Lab

GRRC 1st Floor	Daily	Weekly	Bi weekly	Monthly
Entry ways				
Clean All glass in and around the doors	X			
Vacuum all carpet & mats	X			
Dusting to 6' including countertops, window ledges, tops of wall objects, etc.		X		
Atrium	X			
Lobby				
Sweep/damp mop tile floors.	X			
Vacuum all carpet, mats & rugs	X			
Vacuum/brush cloth furniture		X		
Empty wastebaskets, change liners as needed.	X			
Dusting to 6' including countertops, window ledges, tops of wall objects, etc.		X		
Run Floor Scrubber	X			
Clean all around the Security desk	X			
Offices/Conference Room/Cubicles				
Vacuum all carpeting, spot clean as needed. Special attention to corners & edges		X		
Clean conference room tables & chairs, arrange chairs neatly		X		
Clean fingerprints/smudges on door jams, light fixtures, kickboards, etc.			X	
Dusting to 6' including countertops, window ledges, tops of wall objects, etc.			X	
Vacuum/brush cloth furniture			X	
Sweep/damp mop tile floors.			X	
Dust/damp clean all desks reasonably cleared.			X	
IT Office			X	
Closed offices Deep Clean on Monday Monthly				
Clean all entrance door glass				X
Wipe any open area of desk.				X
Vacuum carpet				X
Clean tables, Chairs and other dust Collection areas.				X
Empty wastebaskets,change liners as needed (set out of door other than deep cleaning day)				X
Rooms 1404, 1404A, Consignment center, Long term storage room				X
Restrooms				
Clean & sanitize toilets and urinals (in&out) including seats	X			
Clean all sink basins,chrome & drain pipes	X			
Clean all mirrors & countertops	X			
Empty wastebaskets, change liners as needed.	X			
Spot clean doors, kickboards, wall & partitions for fingerprints, etc.	X			
Polish any bright metal surfaces	X			
Sweep & mop floors	X			
Restock Bathroom supplies (Toilet paper, papertowel, soap, etc.)	X			
Common Areas / Hallways				
Run Floor Scrubber	X			
Clean all glass /project (AS NEEDED)				
Vacuum carpet and rugs	X			
Empty wastebaskets, change liners as needed	X			
Clean & sanitize drinking fountains	X			
Wipe down Elevators doors	X			
Wipe down all ledges and anything attached to walls		X		
Computational lab 1402 (Bi-weekly/ Check Daily)			X	
Kitchen				
Sweep and mop floors	X			
Empty wastebaskets, change liners as needed	X			
Clean & Sanitize all counters, sinks, cabinet fronts	X			

MSU Research Lab

GRRC 2nd,3rd,4th floors	Daily	Weekly	Bi Weekly	Monthly
Shaded areas are cleaned on those days or day				
Conference Room/Cubicles/Write up areas				
Vacuum all carpeting, spot clean as needed. Special attention to corners, edges			X	
Clean conference room tables & chairs, arrange chairs neatly			X	
Clean fingerprints/smudges on glass and doors	X			
Clean Door Kick Plates		X		
Dusting to 6' including countertops, window ledges, tops of wall objects, etc.			X	
Vacuum/brush cloth furniture.				X
Sweep/damp mop tile floors.			X	
Dust/damp clean all desks reasonably cleared, clean desk items.			X	
Closed offices and lab Write up areas Deep Clean on Wednesday Biweekly				
Clean all entrance door glass			X	
Wipe down open area of desk			X	
Vacuum carpet			X	
Clean tables, chairs and other dust collection areas			X	
Empty wastebaskets, change liners as needed.			X	
(trash set outside of office door or at the end of write up bay if it needs to be changed prior to deep clean			X	
All Labs				
Sweep and damp mop		X		
Empty wastebaskets, change liners as needed.	X			
Restrooms				
Clean & sanitize toilets and urinals (in & out) including seats	X			
Clean all sink basins, chrome & drain pipes	X			
Clean all mirrors & countertops	X			
Empty wastebaskets, change liners as needed.	X			
Spot clean doors, kickboards, walls & partitions of fingerprints, etc.	X			
Polish any bright metal surfaces	X			
Sweep & mop floors.	X			
Restock bathroom supplies (toilet paper, papertowel, soap, etc.)	X			
Common Areas / Hallways				
Sweep and mop floors		X		
Clean all glass (AS NEEDED)				
Vacuum carpeting		X		
Empty wastebaskets, change liners as needed.	X			
Clean & sanitize drinking fountains	X			
Wipe down Elevators doors	X			
Wipe down all ledges and anything attached to walls			X	
Break Area / Coffee Counter				
Sweep and mop floors remove trash and replace liners as needed	X			
Wipe all tables and chairs rearrange all furniture neatly	X			
Wipe all fronts of appliances	X			
Wipe counter and clean sink and faucets	X			
Wipe and refill all dispensers	X			
Stairs				
Center stairs sweep and damp mop spot clean glass and ledges		X		
Side stairs sweep and damp mop			X	

MSU Research Lab

GRRC 5th floor	Daily	Weekly	Biweekly	Monthly
Shaded areas cleaned on those days or day				
Conference Room/Cubicles				
Vacuum all carpeting, spot clean as needed. Special attention to corners & edges		X		
Clean conference room tables & chairs, arrange chairs neatly		X		
Clean fingerprints/smudges on glass and doors and door kick plates		X		
Empty wastebaskets, change liners as needed.	X			
Vacuum / brush cloth furniture.		X		
Dusting to 6' including countertops, window ledges, tops of wall objects, etc.		X		
Dust/damp clean all desks reasonably cleared, clean desk items.		X		
Closed office areas Deep clean on Fridays				
Clean all entrance door glass			X	
Wipe any open area of desk			X	
Vacuum carpeting			X	
Clean tables, chairs and other dust collecting areas			X	
Empty wastebaskets, change liners as needed.(trash set out of door other than deep cleaning day)			X	
Restrooms				
Clean & sanitize toilets and urinals (in &out) including seats	X			
Clean all sink basins, chrome & drain pipes	X			
Clean all mirrors & countertops	X			
Empty wastebaskets, change liners as needed.	X			
Spot clean doors, kickboards, walls & partitions of fingerprints, etc.	X			
Polish any bright metal surfaces	X			
Sweep & mop floors.	X			
Restock bathroom supplies (toilet paper, papertowel, soap, etc.)	X			
Common Areas / Hallways				
Run Floor Scrubber		X		
Clean all glass (AS NEEDED)				
Vacuum carpeting & rugs		X		
Clean tables, chairs and other dust collecting areas		X		
Empty wastebaskets, change liners as needed.	X			
Clean & sanitize drinking fountains	X			
Wipe down Elevators doors	X			
Wipe down all ledges and anything attached to walls			X	
Break Area / Coffee counter				
Sweep and mop floors		X		
Wipe all tables and chairs rearrange all furniture neatly	X			
Wipe all fronts of appliances		X		
Wipe counter and clean sink and faucets		X		
Wipe and refill all dispensers		X		
Remove Trash and replace liners	X			
Stairs				
Center stairs sweep and dampmop spot clean glass and ledges		X		
Side stairs sweep and damp mop			X	

MSU Research Lab

6th Floor - Vivarium	Daily	Weekly	Bi weekly	Monthly
Hall ways				
Clean fingerprints/smudges on door handle	X			
Spot clean all Glass (AS NEEDED)				
Clean & sanitize drinking fountains	X			
Wipe down Elevator door	X			
Sweep/damp mop tile floors.		X		
Check low and high corners for cobwebs		X		
Break Room				
Sweep & damp mop	X			
Wipe tables & chairs, arrange chairs neatly.	X			
Clean sinks & counter tops	X			
Wipe fronts of appliances & cabinets	X			
Empty wastebaskets, change liners as needed.	X			
Refill any paper or soap dispensers	X			
Check glass and window ledges	X			
Restrooms Locker rooms				
Clean & sanitize toilets and urinals (in & out) including seats	X			
Clean all sink basins, chrome & drain pipes	X			
Clean all mirrors & countertops	X			
Empty wastebaskets, change liners as needed.	X			
Spot clean doors, kickboards, walls & partitions of fingerprints, etc.	X			
Polish any bright metal surfaces	X			
Sweep & mop floors.	X			
Restock bathroom supplies (toilet paper, papertowel, soap, etc.)	X			
Offices Deep clean on Friday				
Clean all entrance door glass			X	
Vacuum carpeting			X	
Wipe down any open areas of desk			X	
Clean tables, chairs and other dust collecting areas			X	
Empty wastebaskets, change liners as needed (trash set out side of door except on Friday)			X	
Penthouse Deep Clean and Run Floor Scrubber (2 times a year)				
Service Elevator, and Hallway				
Sweep and mop floors		X		
Wipe down Elevator Surfaces	X			