

MSU GRRC Day	DAILY	WEEKLY	MONTHLY
Entry and Emergency Exits			
Sweep / spot mop tile floors, vacuum all rugs	X		
Clean fingerprints/smudges on door, door handles, and all touchpoints	X		
Spot clean all glass	X		
Lobby			
Sweep / spot mop tile floors, spot vacuum all carpeted areas	X		
Vacuum all floor mats	X		
Spot clean elevator walls, wipe down railings and all touch points, including elevator button call plates on each floor (floors 1-6)			
Spot clean all glass and touch points	X		
Dust and wipe all accessible wall-mounted surfaces (switch plates, rails, and similar touchable surfaces)	X		
Empty all trash, tie and reline new bag	X		
Wipe off lobby and common area furniture - straighten as needed		X	
Restrooms			
Monitor and restock all paper and soap dispensers, wipe clean as needed	X		
Wipe and disinfect counters, sinks and chrome fixtures	X		
Inspect toilets and urinals and clean as needed to remove visible splashes or residue	X		
Spot clean stainless steel partitions	X		
Wipe and disinfect door handles, push plates and high touch surfaces	X		
Address minor clogs using plunger, and report recurring plumbing issues to facilities contact	X		
Hallways and Stairs			
Dust and wipe all accessible wall-mounted surfaces (switch plates, rails, and similar touchable surfaces)		X	
Sweep / damp mop hard surface floors as needed	X		
Spot clean all glass	X		
1st and 8th floor catering kitchens, Student Lounge and 7th floor Corewell Kitchenette			
Empty and reline all trash	X		
Wipe all tables, furniture, counter tops, sinks and fixtures	X		
Spot clean fronts of all cabinets	X		
Sweep / spot mop hard surface floors as needed	X		
Visually inspect microwaves and fridges and notify facilities contact as needed (Day porter does not clean or empty)		X	
Misc items			
Dust wall murals on all floors, including spot cleaning donor glass displays on first floor		X	
Visually check corners, ceiling edges, vents, and entryways for cobwebs as reachable		X	
Day porter will address scuffs and black marks in public circulation areas only (building lobbies, elevator lobbies, and primary corridors). Interior office/work areas are excluded from daytime service	X		
Dust ceiling lights and pendant light fixtures and remove visible cobwebs as reachable from floor level			X
Seasonal - During normal rounds, monitor outdoor patio areas and remove loose trash or debris as observed	X		
Events and Coordination			
Service event spaces as needed: remove trash, wipe tables, spot clean floors, and reset furniture when required	X		
Closets			
Organize and restock janitorial closets and day porter cart	X		
Remove any trash left in janitorial closet	X		
Service the vacuum to ensure regular maintenance upkeep - check bag, brushes and battery		X	

Secchia Day	DAILY	WEEKLY	MONTHLY
Entry and Emergency Exits			
Sweep / damp mop tile floors, vacuum all rugs	X		
Clean fingerprints/smudges on door, door handles	X		
Spot clean all glass	X		
Vacuum Rugs and carpet as needed in lobby and elevators	X		
Lobby			
Sweep	X		
Damp mop	X		
Vacuum all floor mats	X		
Clean all glass	X		
Wipe all window ledges & anything attached to walls	X		
Empty wastebaskets, change liners as needed.	X		
Wipe all furniture and put back in orderly fashion	X		
Clean all event spaces	X		
Restrooms			
Check all stalls for toilet paper	X		
Wipe any smudges off of the stainless steel	X		
Wipe the counters and sinks wipe all stainless steel and chrome to a shine	X		
Replace all paper and soap products if needed	X		
Wipe all hand plates and door handles	X		
Unplug any clogged toilets, use plunger	X		
Hall ways and Stairs			
Hallways wipe anything attached to the walls		X	
Window ledges wipe	As Needed		
Stairs sweep and damp mop where needed	X		
All glass wipe to a streak free shine	X		
Breakroom and Kitchens			
Empty and reline all trash	X		
Wipe all tables, counter tops, sinks & Faucet fixtures	X		
Spot clean cupboards fronts	X		
Sweep and damp mop where needed	X		
Misc items			
Check the 8th floor		Tue & Thur	
Check outdoor patio for cleanliness,	X		
Set up for events	X		
Event clean up	X		
Elevator walls/entrances	X		
Wall Murals on all floors	X		
Check for cobwebs, and black marks on walls	X		
Ceiling Can Lights			X
Customer requested tasks as needed	X		
Report any maintenance issues to costumer			
Closets			
Check for no trash in closets/ stock shelves	X		
Check the vacuum if needed take apart and clean	X		
Notes: please discontinue spraying air fresheners throughout building, due to fragrance sensitivity/ order supplies with costumer			
please discontinue placing scented urinal screens under sinks or in other areas of restrooms			

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, kickboards, etc.	X			
Empty wastebaskets, change liners as needed.	X			
Vacuum 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		
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, paper towel, 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			
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			
Drinking fountains cleaning	X			
Stairs				
Center stairs sweep and damp mop spot clean glass and ledges		X		
Side stairs sweep and damp mop CLEAN AS NEEDED			X	
Notes				
Anatomy space lockers should be cleaned daily and the tops cleaned monthly	X			X

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 & sanitize drinking fountains		X		
Wipe down the fronts of elevators		X		
Clean all glass for prints and smudges			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 supplies (toilet paper, paper towel, 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 **				

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		
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, paper towel, 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			

GRRC 2nd,3rd,4th floors	Daily	Weekly	Bi Weekly
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.			
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 out of door other than deep cleaning day)			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

GRRC 5th floor	Daily	Weekly	Biweekly
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

GRRC 6th floor	Daily	Weekly	Bi weekly
Shaded areas cleaned on those days or day			
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		