

**MSU Secchia
Dayporter**

Secchia Day Porter	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		
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		
Restrooms			
Check all stalls for toilet paper	X		
Wipe any smuges 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		
Hall ways and Stairs			
Hall ways wipe any thing 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			
Laundry as needed	X		
Weather permitting freshen outdoor patios/Trash	X		
Set up for events	X		
Event clean up	X		
Ceiling can lights			X
Elevator walls/entrances	X		
Wall Murals on all floors	X		
Check for cobwebs, and black marks on walls	X		
Closets			
No trash or dirty rags left in Closets	X		
Check the vacuum if needed take apart and clean	X		
Notes: please discontinue spraying air fresheners throughout building, due to fragrance sensitivity			
please discontinue placing scented urinal screens under sinks or in other areas of restrooms			
we will provide bins for clean rags, so no time is required for folding/sorting			
Communication between day and night shifts will be crucial as scope of work is adjusted			