

## NORTH CAROLINA STATE UNIVERSITY HOUSEKEEPING ACADEMIC CLEANING TASK AND FREQUENCY MATRIX – 2014

Description										
	Stairwells	Corridors	Restrooms	Conference Rooms Lounges Kitchens	Entrances	Classrooms	Offices	Labs	Computer Rooms	Machine Shops
Clean/Disinfect Fountains		D		D						
Clean & Disinfect Fixtures			D	D						
Clean Erasers						2W			2W	
Clean Chalk Trays						2W			2W	
Clean Writing Boards		2W		2W		2W			2W	
Clean Entrance Mats	D	D			D					
Clean /Refill Floor Drains			W					AR		
Damp Mop Non-Carpeted Floors	2M	W	D	W	D	W	M	W	W	W
Descalc Toilets /Urinals			W							
Dust Building Surfaces	2M	W	W	W		W	M		W	
Dust Furniture Surfaces		W	W	W		W	M		W	
Empty Trash		D	D	D	D	D	M	W	D	W
Machine Scrub Floors		W	2M	2M	W	2Y		AR	AR	
Police Litter	D	D	D	D	D	D	M	W	D	W
Refill Dispensers			D	D						
Remove Carpet Stains	2M	D		D		D	M	W	D	
Replace Trash Receptacle Liners	D	D	D	D		D	M	W	D	W
Spot Clean Bldg. Surfaces/Glass	2M	D	D	D	D	D	M	W	D	
Spot Clean Furniture		W		W		W			W	
Spot Clean Trash Receipt.	D	D	D	D		D	M	W	D	
Spot Mop	D	D		D	D	D	M	W	D	
Burnish		W		W		W	Y	M	W	
Sweep or Dust Mop	2M	D	D	D		D	M	W	D	
Vacuum Complete	2M	W		W		W	M	W	W	
Vacuum Traffic Lanes/Visible Soil	2M	D		D		D			D	
Wet Clean Floors	2M	W	W	W		W	M	M	W	
Dust Blinds	2M	W	W	W		W	M	W	W	W
Recycling		W								

**LEGEND:**

D = DAILY  
2M = 2 X A MONTH

W = WEEKLY  
Y = ANNUALLY

2W = 2 X A WEEK  
M = MONTHLY  
AR = AS REQUESTED