

Schaumburg Township District Library - Central

Revised: 10/1/2020

Routine Cleaning Specifications and Task Frequency

Main Entrance Area/Vestibule/Lobby	Daily	Weekly	Monthly	Quarterly	Yearly
Clean entry glass and doors	X				
Sweep or vacuum floor	X				
Damp mop terrazzo floor. (Leave no salt residue in winter)	X				
Vacuum walk-off carpet	X				
Empty interior trashcans / replace can liners as needed	X				
Empty recycling containers	X				
Clean nook areas as needed	X				
Scrub floor (use special care on tile floor Weekly in winter)		X			
Clean shelving unit as needed		X			
Scrub floor (use special care on tile floor Monthly in spring, summer and fall)			X		
Dust wood panels				X	

Staff Entrance	Daily	Weekly	Monthly	Quarterly	Yearly
Spot clean doors and glass	X				
Vacuum carpet in vestibule and halls	X				
Damp wipe base boards in vestibule as needed	X				
Dust horizontal surfaces reachable while standing	X				
Clean full doors and glass thoroughly		X			
Clean tops and fronts of staff mail box/cabinets		X			

Public and Staff Rest Rooms	Daily	Weekly	Monthly	Quarterly	Yearly
Clean all toilets and urinals, including the chrome piping & flush assemblies	X				
Clean all sinks, faucets, overflow outlets, counters, and mirrors	X				
Spot clean partitions walls as needed	X				
Spot clean walls as needed. (water only on specialty triangle wall tiles!)	X				
Sweep and damp mop (clean) floors. (Leave no salt residue in the winter)	X				

Empty trashcans and sanitary receptacles / replace can liners	X				
Clean the <u>insides and outsides</u> of the trash and sanitary containers as needed	X				
Clean all dispensers and hand dryers	X				
Full cleaning of walls monthly			X		
Scrub floors (use special care on tile floor & grout)			X		

Administrative Offices	Daily	Weekly	Monthly	Quarterly	Yearly
Empty trash and recycling cans. Change can liners as needed	X				
Vacuum main and side room carpets		X			
Spot clean walls as needed		X			

Staff Offices and Workrooms	Daily	Weekly	Monthly	Quarterly	Yearly
Spot clean any interior glass as needed	X				
Empty trash and recycling cans. Replace can liners as needed	X				
Vacuum carpets, mats, runners	X				
Spot clean walls as needed	X				
Clean sinks & countertops that are present in workrooms and offices	X				
Dust window sills and damp wipe down as needed		X			

Public and Staff Areas	Daily	Weekly	Monthly	Quarterly	Yearly
Vacuum all carpet areas	X				
Sweep and damp mop (clean) floors. (Leave no salt residue in the winter)	X				
Clean sinks and counter top areas	X				
Spot clean interior glass	X				
Empty trash and recycling cans. Replace can liners as needed	X				
Spot clean walls as needed	X				
Wipe down/clean tables & legs	X				
Vacuum upholstered chairs as needed	X				
Clean/wipe all tables, including computer tables (use disinfectant product)	X				
Damp wipe vinyl/plastic chairs & legs as needed	X				

Vacuum the winter salt off the bottom carpet of patron shelving daily, when needed	X				
Dust patron "book and media" shelving		X			
Dust patron "book and media" stacks		X			
Vacuum the bottom carpet of patron shelving		X			
Dust and/or damp wipe base boards as needed		X			

Staff and Public Kitchens	Daily	Weekly	Monthly	Quarterly	Yearly
Clean Tables (surfaces, legs, pedestals)	X				
Wipe down chairs as needed	X				
Sweep and damp mop tile flooring	X				
Clean sinks and counters	X				
Spot clean cabinets	X				
Empty trash and recycling cans. Replace can liners as needed	X				
Spot clean walls as needed	X				
Clean/disinfect hand contact areas	X				
Spot clean glass door and windows	X				
Vacuum carpet area	X				
Vacuum upholstered chairs as needed		X			

Public Stairway and Elevator	Daily	Weekly	Monthly	Quarterly	Yearly
Clean hand contact areas	X				
Vacuum carpet, edges, and door track	X				
Sweep and damp mop stairs and landings. (pay special attention to cleaning shoe scuff marks off)	X				
Dust and/or damp wipe tops of railings	X				
Clean/wipe down/disinfect elevator control buttons and hand railings inside elevator	X				
Dust and/or damp wipe railings & spindles		X			
Dust interior elevator wood paneling		X			

South Staff Stairway & Freight Elevator	Daily	Weekly	Monthly	Quarterly	Yearly
Clean/disinfect hand contact areas (tops of railings, door handles, elevator control buttons, etc.)	X				
Sweep and damp mop stairs and landings (daily in winter if needed - leave no salt residue)	X				

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Meeting and Discussion Rooms	Daily	Weekly	Monthly	Quarterly	Yearly
Empty trash and recycling cans. Replace can liners as needed	X				
Vacuum carpet	X				
Sweep and damp mop (clean) floors. (Leave no salt residue in the winter)	X				
Clean tables and legs	X				
Clean chairs as needed.	X				
Sweep and damp mop hard surface flooring	X				
Spot clean walls as needed	X				
Clean any sink and counter top areas	X				
Spot clean any cabinet doors	X				
Spot clean glass doors	X				
Clean glass on interior doors or windows	X				
Dust and/or damp wipe base boards as needed		X			

Lock Up	Daily	Weekly	Monthly	Quarterly	Yearly
Make sure all outer building envelope doors are locked, latched, and secured properly by testing	X				
Arm the burglar alarm on way out at staff entrance	X				