

Schaumburg Township District Library - Hoffman Estates Branch

Revised: 10/1/2020

Routine Cleaning Specifications and Task Frequency

Entrance Vestibule	Daily	Weekly	Monthly	Quarterly	Yearly
Clean entry glass and doors	X				
Sweep and damp mop floors. (Leave no salt residue in winter)	X				
Vacuum carpet and runner mats	X				
Clean glass in display cabinet	X				
Spot clean walls as needed	X				
Scrub floor (use special care on tile floor weekly in winter) Remove runners mats, clean under them, let dry, then replace runner mats		X			

Public and Staff Rest Rooms	Daily	Weekly	Monthly	Quarterly	Yearly
Clean all toilets, including the chrome piping & flush assemblies	X				
Clean all sinks, faucets, overflow outlets, counters, and mirrors	X				
Spot clean walls as needed	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				
Clean and sanitize diaper tables	X				
Full cleaning of walls monthly			X		
Scrub floors (use special care on tile floor & grout)			X		

Staff Offices and Workrooms	Daily	Weekly	Monthly	Quarterly	Yearly
Empty trash and recycling cans. Replace can liners as needed	X				
Vacuum carpets	X				
Spot clean walls as needed	X				
Spot clean any interior glass as needed	X				

Clean sinks & countertops that are present in workrooms and offices	X				
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Public and Staff Areas	Daily	Weekly	Monthly	Quarterly	Yearly
Sweep and damp mop (clean) floors. (Leave no salt residue in the winter)	X				
Vacuum Carpets	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				
Clean/wipe all tables, including computer tables (use disinfectant product)	X				
Damp wipe vinyl/plastic chairs & legs as needed	X				
Vacuum upholstered & fabric chairs as needed		X			
Dust and/or damp wipe base boards as needed		X			

Staff Kitchen	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				
Spot clean glass door and windows	X				
Vacuum upholstered chairs as needed		X			

Meeting, Quiet, 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 area	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				