

Classrooms / Laboratories

Classrooms are the next priority on the list. Our goal is to provide a clean environment for learning and teaching. Classrooms are cleaned on a daily basis and as with restrooms are typically cleaned on the 2nd or 3rd shift. In some instances the classroom appears dirty and in disarray after just one or two classes. Chalk, erasers and/or markers are provided for each classroom. Extra markers are at the Administrative offices of each department.

Tasks	Frequency
Vacuum floors	Daily
Clean chalkboards/white boards and trays	Daily
Restock chalk and clean erasers	Daily
Empty waste containers	Daily
Spot-clean walls and doors	As needed
Change light bulbs	As needed
Wet-mop and scrub floors	Weekly
Spot mop floors	As needed
Clean desk tops	Annually
Dust open flat surfaces	As needed
Dust vents	As needed
Perform interim floor care	Semi annually
Clean light fixtures	As needed