

Hallways

Hallways are very important due to the number of students, faculty and guests that use and see our hallways in each and every building. Keeping the hallways clean also helps us keep the rest of the building clean and presentable.

Tasks	Frequency
Vacuum/dust mop floors and/or walk off mats	Daily
Autoscrub floors	Twice per week
Clean water fountains	Daily
Empty waste containers	Daily
Spot-clean walls and doors	As needed
Change light bulbs	As needed
Empty recycle containers	Weekly
Spot mop floors	As needed
Clean light fixtures	Annually
Dust open flat surfaces	As needed
Dust vents	As needed
Perform interim floor care	Semi annually
Burnish floors	Twice per week