

## Janitorial and Recycling Standards in State Occupied Space

| <b><u>Type of Space:</u></b> | <b><u>Task:</u></b>                     | <b><u>Frequency:</u></b>                          |
|------------------------------|---|---|
| Office/Work Stations         | Vacuuming<br>Trash Removal<br>Recycling | Twice per week<br>Twice per week<br>Once per week |
| Public/Common Areas          | Vacuuming<br>Trash Removal              | Five days a week<br>Five days a week              |
| Restrooms                    | Cleaning                                | Five days a week                                  |
| Window Cleaning              | Exterior<br>Interior                    | Once per year<br>Once per year                    |
| Carpet Cleaning              | High Use Areas                          | As needed; up<br>to six times per year            |