

Janitorial and Recycling Standards in State Occupied Space

<u>Type of Space:</u>	<u>Task:</u>	<u>Frequency:</u>
Office/Work Stations	Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet	Twice per week
	Trash Removal	Twice per week
	Recycling	Once per week
Public/Common Areas	Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet	Five days a week
	Trash Removal	Five days a week
Restrooms	Cleaning	Five days a week
Window Cleaning	Exterior Interior	Once per year Once per year
Carpet Cleaning	High Use Areas	As needed; up to six times per year