# HUNT LIBRARY

**DAILY & WEEKLY CUSTODIAL SERVICES CLEANING SCHEDULE**

## Daily Cleaning

### Conference Rooms & Classrooms
- clean chalk & white boards
- empty waste & recycling receptacles
- dust/wet Mop as needed
- spot clean doors & glass as needed
- dust horizontal surfaces as needed
- vacuum/broom as needed
- sanitize phones & door handles
- spot clean for spills, food waste, prints, etc.

### Restrooms
- restock paper, hygiene products & soap
- clean & sanitize all fixtures
- wipe & sanitize doors, partitions, etc.
- sanitize handles/touch points
- empty waste & hygiene receptacles
- dust as needed
- sanitizing wet mop

### Corridors
- spot clean wall & windows as needed
- clean & sanitize drinking fountains
- empty trash & recycling receptacles
- mop/vacuum
- auto-scrub floor where applicable

### Stairwells
- sanitize handles
- vacuum/broom/mop as needed
- dust as needed
- wipe doors & glass

### Kitchenettes
- sanitizing wipe of all counter tops where applicable
- wipe/scrub sink as needed

## Weekly Cleaning

### Conference Rooms & Classrooms
- high & low dust ledges, doors, switches, lights, baseboards, vents & blinds
- wipe desks & chairs & wall spots
- vacuum/mop
- straighten chalk & marker trays

### Offices & Cubicles
- wipe uncluttered surfaces: desk/ledges/sills
- empty waste & recycling receptacle
- vacuum/mop
- sanitize door handles & phone

### Ways to Contact Custodial Services

412.268.2036  
cleanit@andrew.cmu.edu  
www.cmu.edu/fms/ - To enter a work request, click on "Service Requests for Administrative & Academic Buildings & Regions (Non-Housing)".

If you have an issue that requires an immediate response, please call 412.268.2910 to reach our 24 Hour Service Response Center.  
We appreciate you helping us improve the campus experience.