Entranceway

Daily Activities:
Spot clean glass entrance doors
Empty lined waste containers
Sweep/dust-mop floors
Outside entrance doors open by 6:30 A.M.
Report maintenance items to supervisor

Alternate Day Activities:
Damp-mop floors

Weekly Activities:
Vacuum carpet
  (vacuum at least once per week and “as needed” during the week)
Dust flat surfaces
Clean/roll-up walk-off mats
Pick up cigarette butts and put in containers within 20 feet of building
Sweep/blow off outside ramp, steps, landing, sidewalk, porch, and balcony areas within 20 feet of building; pick-up all trash and dispose appropriately

Project Work

Monthly:
Spot-clean walls and doors
Clean glass doors and windows around doors (High Intensity Buildings: Weekly)
Spray-buff/burnish hard floors (High Intensity Buildings: Weekly)

Annual:
Strip/shower scrub floors
Project-clean walk-off mats

Note: All exterior entranceways must be de-iced by 6:30 AM at all contracted facilities when snow or ice is present. This includes the stairs and sidewalks leading to the main pedestrian sidewalk.
Classroom With Hard Floor

**Daily Activities:**
- Clean classroom boards and trays
- Empty pencil sharpeners
- Clean sinks, restock paper towels and hand soap, where applicable
- Empty lined waste containers
- Process bio waste, where applicable
- Sweep, dust mop floors
- “Motel-Style Cleaning/Unlocking of Doors” - Lock all interior doors immediately after area has been cleaned
- Report maintenance items to supervisor

**Weekly Activities:**
- Clean desk tops with disinfectant
- Damp-mop floors
- Dust flat surfaces

**Monthly Activities:**
- Spot clean walls and doors

**Project Work**

**Semi-Annual:**
- Project clean furniture and seating:
  - Hard surface furniture/seating: wipe clean
  - Upholstered furniture: vacuum
- Dust vents (within 10 feet of floor)

**Annual:**
- Strip/shower scrub floors
- Clean trash containers
- Dust blinds
Classroom with Carpeted Floor

**Daily Activities:**
Clean classroom boards and trays
Empty pencil sharpeners
Clean sinks, restock paper towels and hand soap, where applicable
Empty lined waste containers
“Motel-Style Cleaning/Unlocking of Doors” - Lock all interior doors immediately after area has been cleaned
Report maintenance items to supervisor

**Weekly Activities:**
Vacuum carpet and straighten furniture
   (vacuum at least once per week and “as needed” during the week)
Dust flat surfaces
Clean desk tops with disinfectant

**Monthly Activities:**
Spot clean walls and doors
Spot clean carpets

**Project Work**

**Semi-Annual:**
Project clean furniture and seating
   Hard surface furniture/seating: wipe clean
   Upholstered furniture: vacuum
Clean trash containers
Dust vents (within 10 feet of floor)

**Annual:**
Perform restorative carpet care
Dust blinds
Clean trash containers
Office with Hard Floors
(includes Copy Rooms/Work Rooms)

Weekly Activities:
Empty lined waste containers
Sweep, dust-mop floors
“Motel-Style Cleaning/Unlocking of Doors” - Lock all interior doors immediately after area has been cleaned
Report maintenance items to supervisor

Monthly Activities:
Damp-mop floors

Project Work

Annual:
Strip/shower scrub floors
Dust vents (within 10 feet of floor)
Project clean furniture and seating
   Hard surface furniture/seating: wipe clean
   Upholstered furniture: vacuum
Clean trash containers
Office with Carpeted Floors
(includes Copy Rooms/Work Rooms)

Weekly Activities:
Empty lined waste containers
Vacuum carpet and straighten furniture
   (vacuum at least once per week and “as needed” during the week)
“Motel-Style Cleaning/Unlocking of Doors” - Lock all interior doors immediately after area has been cleaned
Report maintenance items to supervisor

Project Work

Annual:
Perform restorative carpet care
Dust vents (within 10 feet of floor)
Project clean furniture and seating
   Hard surface furniture/seating: wipe clean
   Upholstered furniture: vacuum
Clean trash containers
Office with Carpentered Floors  
(Limited)

**Daily Activities:**
Empty lined waste containers
“Motel-Style Cleaning/Unlocking of Doors” - Lock all interior doors immediately after area has been cleaned
Report maintenance items to supervisor

**Weekly Activities:**
Vacuum carpet and straighten furniture
(\textit{vacuum at least once per week and “as needed” during the week})

**Project Work**

**Annual:**
Project clean furniture and seating
Hard surface furniture/seating: wipe clean
Upholstered furniture: vacuum
Dust vents (within 10 feet of floor)
Perform restorative carpet care
Clean trash containers

**Note:** This service should be performed in the following areas:

<table>
<thead>
<tr>
<th>Position</th>
<th>Building</th>
<th>Office Suite</th>
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<tr>
<td>President’s Office</td>
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<td>Vice Pres. of Business &amp; Finance</td>
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<td>Exec. Vice President &amp; Provost</td>
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<tr>
<td>All positions</td>
<td>Parking Services Building</td>
<td>All offices</td>
</tr>
</tbody>
</table>
Conference Rooms/Meeting Rooms
With Hard Floors or Carpeted Floors

Daily Activities:
Empty lined waste containers
“Motel-Style Cleaning/Unlocking of Doors” - Lock all interior doors immediately after area has been cleaned
Report maintenance items to supervisor

Alternate Day Activities:
Sweep, dust-mop hard floor floors

Weekly Activities:
Vacuum carpet and straighten furniture
(vacuum at least once per week and “as needed” during the week)

Monthly Activities:
Damp-mop hard floors
Spot-clean carpets
Spot-clean walls, partitions and doors

Project Work

Semi-Annual:
Project clean furniture and seating
    Hard surface furniture/seating: wipe clean
    Upholstered furniture: vacuum
Dust vents (within 10 feet of floor)

Annual:
Strip/shower scrub hard floor
Perform restorative carpet care
Clean trash containers
Public (Circulation) Area with Hard Floors
(Hallways/Corridors)

Daily Activities:
Clean water fountains/Replenish cups in dispensers, where applicable
Sweep, dust mop floors
Empty lined waste containers
Report maintenance items to supervisors

Weekly Activities:
Damp-mop floor
Dust flat surfaces
Clean doors, glass panels and windows

Monthly Activities:
Clean telephones (both on-campus and public telephones)
Dust furniture
Spot-clean walls and doors
Dust vents (within 10 feet of floors)
Auto-scrub floors (High Intensity Buildings: Bi-monthly)
Spray-buff/burnish floors (High Intensity Buildings: Weekly)

Project Work

Annual:
Clean trash containers
Strip/shower scrub floors (High Intensity Buildings: Semi-annual)
Public (Circulation) Area with Carpeted Floors
(Hallways/Corridors)

**Daily Activities:**
- Clean water fountains
- Empty lined waste containers
- Report maintenance items to supervisor

**Weekly Activities:**
- Clean doors, glass panels and windows
- Vacuum carpet and straighten furniture
  - *(vacuum at least once per week and “as needed” during the week)*

**Monthly Activities**
- Clean telephones (both on-campus and public telephones)
- Dust flat surfaces
- Dust furniture
- Spot-clean walls and doors
- Spot clean carpets *(High Intensity Buildings: Extract carpet monthly)*

**Project Work**

**Semi-Annual:**
- Dust vents *(within 10 feet of floor)*

**Annual:**
- Clean trash containers
- Perform restorative carpet care
Stairwell

Daily Activities:
Report maintenance items to supervisor

Alternate Day Activities:
Sweep and damp mop stairs and landing
Vacuum stairs and landings, where applicable

Project Work

Quarterly:
Dust flat surfaces (High Intensity Buildings: Monthly)
Spot-clean walls and doors (High Intensity Buildings: Monthly)

Annual:
Strip/shower scrub hard floors
Restorative carpet care, where applicable
Kitchen/Breakroom

**Daily Activities:**
Empty lined waste containers
Report maintenance items to supervisor

**Alternative Day Activities:**
Clean door glass
Sweep, dust-mop floors (where applicable)

**Weekly:**
Damp-mop floors (where applicable)
Vacuum carpet and straighten furniture
  *(vacuum at least once per week and “as needed” during the week)*
Spot clean carpets

**Project Work**

**Semi-Annual:**
Dust vents (within 10 feet of floor)

**Annual:**
Strip/shower scrub hard floors
Restorative carpet care
Vending

**Daily Activities:**
Clean water fountains/Replenish cups in dispensers, where applicable
Empty lined waste containers
Sweep, dust mop floors
Report maintenance items to supervisor

**Monthly Activities:**
Spot clean walls and doors
Spray, buff/burnish floors (High Intensity Buildings: Weekly)

**Project Work**

**Quarterly:**
Auto-scrub floors, where applicable

**Annual:**
Dust vents (within 10 feet of floor)
Clean trash containers
Restorative carpet care
Strip/shower scrub floors
Auditorium

**Daily Activities:**
Empty lined waste containers
“Motel-Style Cleaning/Unlocking of Doors” - Lock all interior doors immediately after area has been cleaned
Report maintenance items to supervisor

**Weekly Activities:**
Dust mop stage and area behind stage
Vacuum carpet and straighten furniture – High Intensity Buildings: Alternate Days
  (vacuum at least once per week and “as needed” during the week)
Sweep/damp-mop hard floors
Dust flat surfaces

**Project Work**

**Annual:**
Dust vents (within 10 feet of floor)
Spot clean walls and doors
Spot clean carpets
Project clean furniture and seating: vacuum
Clean trash containers
Perform restorative carpet care
Restrooms

Daily Activities:
Clean sinks
Clean commodes (clean inside and outside of bowl)
Clean/disinfect urinals (where applicable)
Clean mirrors
Empty lined waste containers
Restock soap and toilet paper
Restock paper hand towels
Sweep, wet-mop and scrub floors
Report maintenance items to supervisors, including graffiti

Weekly Activities:
Clean partitions and doors
Dust open, flat surfaces
Spot-clean walls and doors

Note: Efforts should be taken to remove graffiti on partitions, walls and doors

Project Work

Semi-Annual:
Dust vents (within 10 feet of floor)
Project clean light fixtures
Shower Room

Daily Activities:
Clean drains
Clean/disinfect shower room
Clean/spray tiles to remove residue/mildew
Report maintenance items to supervisor
Todd Hall
(Rooms with specific cleaning requirements)

Drawing Rooms  
Rooms 117, 117A & 122

Clay Area/Throwing Rooms  
Rooms 113 & 118

Daily Activities:
Empty lined waste containers
Sweep, damp-mop floors
Report maintenance items to supervisor

Weekly Activities:
Dust flat surfaces

Project Work

Semi-Annual:
Dust vents (within 10 feet of floor)

Annual:
Project clean furniture and seating
  Hard surface furniture/seating: wipe clean
  Upholstered furniture: vacuum
Spot clean walls and doors
Dust blinds
Clean trash containers

Note: Do not leave excess or puddles of water on floor, particularly close to equipment/clay throwing wheels.
Day Porters are responsible, at a minimum, for the following activities:

**Restrooms**
- Restock paper hand towels
- Restock toilet paper
- Restock toilet seat covers
- Restock soap
- Spot clean restroom, as needed, including floors, walls, partitions, etc.

**General Space**
- Clean spills
- Spot clean public areas, as needed (i.e., removal of trash on floor or furniture, in trash receptacles, etc.)
- Spot clean after events
- Restock paper cup dispensers located at water fountains

**Classrooms/Labs with Sinks and Paper Supplies**
- Restock paper hand towels when classes are not session

In addition to the minimum requirements, the Day Porters would generally be allowed to perform other cleaning tasks from the specific cleaning standards and frequency sheets in public areas that do not interfere with the activities of building occupants. These activities typically include the following:

- Spot clean glass entrance doors
- Spot sweep stairwells, entranceways and hallways
- Clean stairwell railings
- Spot clean walls
- Dust and/or clean stains on furniture in hallways and lobbies
- Dust/damp clean vending machines
- Sweep exterior entranceways and dispose of trash in cans, as needed
- Pick up trash around building entrances and sidewalks, within 20’ of buildings
Middle Tennessee State University
Cleaning Standards and Frequencies

High Intensity Buildings

Business & Aerospace Building
College of Education
Mass Communications
Cope Administration Building
Peck Hall
Kirksey Old Main
Midgett Building
Todd Hall
Student Union Building