

### Emory BRS Cleaning Service Frequencies

Area	Empty Trash	White Board/Chalk Board	Clean & Disinfect Surfaces (sinks, toilets, showers, bathtubs, etc.)	Surface Dusting	High Dusting	Spot Clean	Spot Vacuum/Sweep	Full Vacuum/Sweep & Mop	Interim Carpet Cleaning/Scrub Floor	Deep Carpet Cleaning/Strip & Rewax Floor
Auditorium	**Daily	N/A	N/A	Weekly	Weekly	Weekly	Daily	3X Weekly	Quarterly	Annually
Breakroom/Lounges	**Daily	N/A	Daily	Daily	Weekly	Daily	N/A	Daily	Weekly	Monthly
Classroom	**Daily	Daily	N/A	Weekly	Weekly	Daily	N/A	Daily	Quarterly	Annually
Computer Room	**Daily	N/A	N/A	2X Weekly	Weekly	2X Weekly	4X Weekly	Weekly	Quarterly	Annually
Conference Room	**Daily	Daily	N/A	Daily	Weekly	Daily	N/A	Daily	Monthly	Annually
*Dorm Room	N/A	N/A	Annually / Conferences	Annually / Conferences	Annually / Conferences	Annually / Conferences	N/A	Annually / Conferences	N/A	Annually / Conferences
Elevators	N/A	N/A	N/A	Daily	Weekly	Daily	N/A	Daily	Monthly	Annually
Entrances/Lobbies	**Daily	N/A	N/A	Daily	Daily	3X Weekly	N/A	Daily	Monthly	Annually
Gymnasium	**Daily	N/A	N/A	Monthly	Monthly	Weekly	N/A	Daily	N/A	Annually
Interior Corridors	**Daily	N/A	N/A	Monthly	Monthly	Weekly	4X Weekly	Weekly	Quarterly	Annually
Offices	**Daily	N/A	N/A	Weekly	2X Monthly	Weekly	As Needed	Weekly	Quarterly	Annually
Patient Treatment Room	**Daily	N/A	Daily	Daily	Weekly	Weekly	N/A	Daily	Monthly	Bi-Annually
Research Laboratories	**Daily	N/A	N/A	N/A	N/A	Monthly	N/A	Daily	N/A	Annually
Library	**Daily	Daily	N/A	Weekly	Monthly	Weekly	4X Weekly	Weekly	Quarterly	Annually
Locker Room	**Daily	N/A	Daily	Weekly	Weekly	Daily	N/A	Daily	Quarterly	Annually
Restroom/Bathroom /Shower	**Daily	N/A	Daily	Daily	Daily	Daily	N/A	Daily	Quarterly	Annually
Reception Area	**Daily	Daily	N/A	2X Weekly	Weekly	2X Weekly	N/A	Daily	Quarterly	Annually
Stairways	N/A	N/A	N/A	Weekly	2X Monthly	Weekly	As Needed	3X Weekly	N/A	Annually

## Definitions for Cleaning Services

Empty Trash	Includes Removal of liner and replacement w/new liner (if needed) and cleaning or receptacle, as needed.
White Board/Chalk Board	Clean surface of white/chalk board along with its tray
Clean & Disinfect Surfaces (sinks, toilets, showers, bathtubs, etc.)	"Kill" bacteria, viruses and fungi (micorganisms) off the surfaces of sinks, commodes, urinals, stalls, showers, etc.
Surface Dusting	Includes dusting all horizontal/vertical areas 6 feet and under, such as window sills, baseboards, bookshelves, partitions tops, etc. ***Desks, bookshelves, etc., must be free of personal items before services can be performed.***
High Dusting	Includes dusting surfaces, corners and doors between 6 to 12 feet high.
Spot Clean	Includes cleaning marks, smudges and spots from doors, walls, tabletops and glass.
Spot Vacuum/Sweep	Removal of visible debris from carpet or floors
Full Vacuum/Sweep & Mop	Wall to wall vacuuming or sweeping, and mopping floors.
Interim Carpet Cleaning/Scrub Floor	Periodic corrective cleaning of carpeted and tile surfaces.
Deep Carpet Cleaning/Strip & Rewax Floor	The corrective cleaning method to remove deep embedded dirt and grime that accumulates with daily traffic.