

**The University of Western Ontario
Physical Plant and Capital Planning Services Division**

2012-2013 CLEANING FREQUENCIES - GUIDELINES

ROOM FUNCTION	FREQUENCY AND TASK	
Classrooms	1 complete clean once per week and 4 partial cleans per week	
Clinics	5 complete cleans per week	
Corridors - dust mopping	Main corridors - twice per week or as needed Secondary corridors - once per week	
	- washing Main corridor - once per week	
	Secondary corridors - every second week	
Food Services - Dining Areas	5 complete cleans per week - (tables are Food Services' responsibility)	
Labs - Teaching - Dry	1 complete clean and 1 partial clean per week	
	- Wet	1 complete clean and 4 partial cleans per week
	- Research	1 complete clean per week
Lecture Theatres	1 complete clean once per week and 4 partial cleans per week	
Library - Study Areas, Stacks, Carrels, Offices, etc.	1 complete clean every two weeks	
Lounges	2 complete cleans per week	
Offices	1 complete clean every two weeks	
Seminar Rooms	1 complete clean once per week and 4 partial cleans per week	
Stairs - sweeping	1 sweeping every two weeks or as needed	
	- washing	1 washing per four weeks or as needed
Washrooms	2 complete cleans per week and 3 servicings per week	
Light Fixtures	As we change lights, wipe lens and fixture	
Refinishing Floors	Most floors are refinished every 7 years.	
Spray buffing - Dental Clinic	1 Spray buffing every 6 weeks	
Steam Cleaning	1 steam cleaning once per three years for most carpets	
Windows	The outside of the windows are cleaned every 3 years.	