# Cleaning Program

## Table of Contents Template

### 1.0 Introduction
- 1.1 Safety
- 1.2 Equipment Used in Procedures
- 1.3 Chemicals Used in Procedures
- 1.4 Specific Procedure Modifications
- 1.5 People with Special Needs

### 2.0 Cleaning Procedures
- 2.1 Dusting and Dust Mopping
- 2.2 Entryways
- 2.3 Measuring/Diluting Concentrated Cleaning Products
- 2.4 Floor Care
  - 2.4.1 Floor Stripping
  - 2.4.2 Floor Maintenance
- 2.5 Carpet Care
  - 2.5.1 General Maintenance
  - 2.5.2 Carpet Care
- 2.6 Extraction Cleaning
- 2.7 Food Areas: Cafeterias and Break Rooms
- 2.8 Gyms
- 2.9 Stairwells
- 2.10 Restrooms
- 2.11 Concrete Floors
- 2.12 Walls and Painted Surface
- 2.13 Furniture, Counters and Tables
- 2.14 Metal Surfaces
- 2.15 Glass, Mirrors, and Acrylics
- 2.16 Graffiti Removal
- 2.17 HVAC Air Filtration/Ventilation
- 2.17 Recycling
- 2.18 Trash Handling/Removal

### 3.0 Frequency of Maintenance Requirements
- 3.1 Daily Maintenance Requirements
- 3.2 Weekly Maintenance Requirements
- 3.3 Monthly Maintenance Requirements
- 3.4 Semi-Annual and Annual Maintenance Requirements
3.5  Time Allotments for Specific Service Jobs
3.6  Building/Custodial Inspection Reports