



REVISED ESA OFFICE CLEANING SCHEDULE 9.20.20

If you have any questions, please call DFM at 270-745-3253

OFFICE CLEANING

Office Cleaning (Twice a week)

Damp wipe disinfect "high touch" areas to include: desk tops where visible, table tops where visible, Phones, chair backs, chair arms, door knobs, light switches, exterior of appliances, sinks, counters, cabinet doors, and dispensers.

Spot clean all glass.

Spot clean walls.

Spot vacuuming of traffic areas.

Spot sweeping or dust mopping of floors paying attention to traffic areas.

Spot mopping of floors paying attention to traffic areas.

Trash removal. Maintain cleanliness of units.

Recycle removal when full. Maintain cleanliness of units.

Detail tasks- (Once a week)

Dusting all levels to include all surfaces and furniture.

Thorough sweeping or dust mopping to include corners, edges, and under furniture.

Thorough vacuuming to include corners, edges, and under furniture.

Damp mopping

REVISED DAILY OFFICE CLEANING SCHEDULE updated 9.2.20

Building	Floor/Area	Offices Cleaning Assignment
Academic Complex	1st and 3rd. floors- includes annex	Monday/Wednesday
Academic Complex	2nd. And 4th floors- includes annex	Tuesday/Thursday
African American Museum		Monday/Wednesday
AEC/farm	All	Monday/Wednesday
Augenstein Alumni	3rd fl	Monday/Wednesday
Augenstein Alumni	2nd. And 1st floors	Tuesday/Thursday
Cherry Hall	Gr. And 1st. Floors	Monday/Wednesday
Cherry Hall	2nd. And 3rd. Floors	Tuesday/Thursday
Clinical Education Center	All	Monday/Wednesday
College High Hall	1st fl.	Monday/Wednesday
College High Hall	2nd. And 3rd. Floors	Tuesday/Thursday
Confucius	All	Tuesday/Thursday
Craig Administration Center	1st fl.	Monday/Wednesday
Craig Administration Center	2nd. And 3rd. Floors	Tuesday/Thursday
Cravens Graduate Center	1st., 2nd., 3rd., 4th., and 5th. Floors	Monday/Wednesday
Cravens Graduate Center	6th., 7th., 8th., and 9th. Floors	Tuesday/Thursday
DFM	Front facilities offices	Monday/Wednesday
DFM	PDC offices	Tuesday/Thursday

Diddle	Admin area 1400-1459, Softball 1300-1311, and ROTC 1500-1518. lady Toppers 1800-1810, and Golf 1600-1608, and Men's' basketball 1824-1833.	Monday/Wednesday
Diddle	Training 1800-1823, 1900-1902, Volleyball 1700-1708, Athletic 1200-1208, Ticket and marketing 1100-1147. All 2nd fl. Offices.	Tuesday/Thursday
Doctorial Studies	All	Monday/Wednesday
DSU	Gr. Fl., and 1st fl. Includes annex areas	Monday/Wednesday
DSU	2nd fl. Includes annex areas	Tuesday/Thursday
EBS	All	Monday/Wednesday
EH&S	All	Monday/Wednesday
EST	1st. Fl. And 2nd. Fl.	Monday/Wednesday
EST	3rd. Fl. And 4th. Fl.	Tuesday/Thursday
Fine Arts	1st and 3rd. Floors	Monday/Wednesday
Fine Arts	2nd. And 4th floors	Tuesday/Thursday
GARH	1st fl.	Monday/Wednesday
GARH	2nd fl. And 3rd. Fl.	Tuesday/Thursday
Garrett	All	Monday/Wednesday
Gatton	1st and 2nd floors	Monday/Wednesday
Grise	1st.fl., 3rd.fl, and 5th fl.	Monday/Wednesday
Grise	2nd.fl. And 4th.fl.	Tuesday/Thursday
Gordon Wilson	All	Tuesday/Thursday
Health Services	All	Monday/Wednesday
Honors	1st fl.	Monday/Wednesday
Honors	2nd fl. And 3rd. Fl.	Tuesday/Thursday
IEB	All	Monday/Wednesday
Jones Jagers	All	Monday/Wednesday
JRH	1st fl.	Monday/Wednesday
JRH	2nd fl. And 3rd. Fl.	Tuesday/Thursday
Knically	ALL	Monday/Wednesday
KTH	1st and 2nd floors	Monday/Wednesday
KTH	3rd. And 4th. Floors	Tuesday/Thursday
KY Bldg.	All	Monday/Wednesday
Music hall	All	Monday/Wednesday
Ogden	All	Monday/Wednesday
Parking and Transportation	All	Tuesday/Thursday
Planetarium	All	Tuesday/Thursday
Potter	1st and 3rd floors	Monday/Wednesday
Potter	2nd and 4th. Floors	Tuesday/Thursday
Preston Center	All	Monday/Wednesday
Roy Orberon Baseball Club	All	Monday/Wednesday
Service Supply	All	Tuesday/Thursday
Sky Teach	All	Tuesday/Thursday
Smith East	1st fl	Monday/Wednesday
Smith East	2nd. fl. - has class rooms inside do class daily	Tuesday/Thursday
Smith West	1st. Floor	Monday/Wednesday
Smith West	2nd. Floor	Tuesday/Thursday
Snell Hall		
Sofia Downing	All	Tuesday/Thursday
South Campus	All	Tuesday/Thursday

Student Publications	All	Monday/Wednesday
Sustainability	All	Friday
TTAS	All	Tuesday/Thursday
Todd Minton House	All	Monday/Wednesday
Van Meter	All	Monday/Wednesday
WAB	Gr. And 1st floors	Monday/Wednesday
WAB	2nd. And 3rd. floors	Tuesday/Thursday
WKU PD	All	Monday/Wednesday