



REVISED ESA OFFICE CLEANING SCHEDULE 9.20.20

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

## Daily Cleaning Tasks and Detail Cleaning Tasks Definition and Frequency

### Daily tasks-

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- One time per wk while servicing area for daily tasks

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 Daily 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
Confucus	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

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

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