**Custodial Research Lab Cleaning Tasks**

The weekly cleaning consists of:

- Dust mop floors
- Damp mop floors to remove dirt and non-hazardous spills
- Dust and spot-clean all horizontal and vertical surfaces (including fire extinguishers, thermostats, chair railings, baseboards, windows and window sills, etc.)
- Refill and dust/spot-clean paper towel and soap dispensers
- Spot-clean carpet using approved equipment and supplies, as applicable
- Vacuum all carpeted areas from wall to wall, as applicable

Scheduled Project Cleaning consists of:

- Dust or vacuum air vents to remove loose dust, soil, and cobwebs
- Strip and refinish floors, apply 3 coats of approved floor finish
- Hot-water-extract carpeted areas using approved equipment and supplies
- Machine scrub hard surface floors
- Dust light fixtures to remove exterior dust and cobwebs

Exceptions:

- Custodians should not touch chairs, work benches, equipment, supplies, computers, personal items, or any lab research items.