

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

2017-2018 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 - washing	Main corridors - twice per week or as needed Secondary corridors - once per week or as needed
	Main corridor - once per week or as needed
	Secondary corridors - every second week or as needed
Food Services - Dining Areas	5 complete cleans per week - (tables are Food Services' responsibility)
Labs - Teaching - Dry - Wet - Research	1 complete clean and 1 partial clean per week
	1 complete clean and 4 partial cleans per week
	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 - washing	1 sweeping every two weeks or as needed
	1 washing per four weeks or as needed
Washrooms	Daily cleaning or as needed
Light Fixtures	As we change lights, wipe lens and fixture
Refinishing Floors	Most floors are refinished every 5 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 5 years.