

**Appendix B**  
**Frequency Chart**

<b>SHIFTS / CLERKS</b>	Daily	x/week	Weekly	Monthly	Quarterly	x/year	Yearly
Empty trash and deposit in storage room. Bags must be identified and kept for 7 days in a designated location.	X						
Dust all horizontal and vertical surfaces	X						
Dust chairs, table legs and bars, baseboards, rims, moldings and any other location close to the floor.				X			
Dust all out of reach surfaces such as sills, rims, moldings, shelves, door frames, frames and air vents (and any other surface higher than 6 feet).				X			
Clean top of desks and workstations (wipe/dust monitors with appropriate cleaning agent).	X						
Clean all phones, including receiver, with a damp cloth.	X						

## Appendix B Frequency Chart

<b>BREAK ROOM / KITCHEN</b>	Daily	x/week	Weekly	Monthly	Quarterly	x/year	Yearly
Empty all trash cans and replace bags when needed.	X						
Place garbage in designated location.	X						
Clean sinks, disinfect and wipe dry.	X						
Clean and polish water fountains.	X						
Stock dispensing machines with soap and paper towels.	X						
Remove stains from all horizontal and vertical surfaces.	X						
Dust all high and reachable surfaces (frames, clocks, top of dividers, etc.).				X			

<b>BREAK ROOM / KITCHEN</b>	Daily	x/week	Weekly	Monthly	Quarterly	x/year	Yearly
Clean and disinfect counters, fixtures, tables and chairs.	X						
Clean surfaces of all appliances, dispensing machines and baseboards.			X				
Vacuum/dust furniture and clean chair legs.				X			
Clean and disinfect the refrigerator.					X		
Clean and disinfect the microwave oven.	X						

## Appendix B

<b>BUSINESS OFFICES</b>	Daily	x/week	Frequency Chart	Monthly	Quarterly	x/year	Yearly
Dust chairs, table legs and bars, baseboards, rims, moldings and any other location close to the floor.				X			
Dust all out of reach surfaces such as sills, rims, moldings, shelves, door frames, frames and air vents (and any other surface higher than 6 feet).				X			
Clean all phones, including receiver, with a damp cloth.	X						
Dust blinds.					X		
Clean all baseboards.				X			
Remove stains from windows.	X						
Remove stains from door frames and light switch plates.			X				
Dust furniture and conference rooms (televisions, projectors).			X (or when needed)				
Vacuum/dust furniture and clean chair legs.				X			
Wipe air diffusers with a damp cloth.							X
Lift chairs and tables to vacuum underneath.		2 (or when needed)					
Clean top of desks and workstations (wipe/dust monitors with appropriate cleaning agent).	X						
Remove stains from door handles and sides.	X						
Wipe signs and advertising materials.			X				

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WASHROOMS	Daily	x/week	Frequency Chart	Monthly	Quarterly	x/year	Yearly
Stock dispensing machines, spray clean and empty trash cans, change bags, clean and disinfect all fixtures, wipe and disinfect counters, wash mirrors, wipe steel, remove stains from dividers, stock sanitary napkin dispensers.	X						
Dust and clean all air diffusers.				X			
Empty sanitary napkin receptacles and replace bags.	X						
Dust divider tops and doors, as well as front doors and frames.			X				
Clean both sides of washroom dividers with a damp cloth, wipe dry and polish with a dry cloth.				X			
Clean bottom of wash basins, including all plumbing fixtures such as pipes, traps and valves with a damp cloth. Wipe dry with a dry cloth and polish.			X				
Clean toilet bowls with disinfectant.			X				

## Appendix B Frequency Chart

<b>HALLWAYS</b>	Daily	x/week	Weekly	Monthly	Quarterly	x/year	Yearly
Remove stains from all horizontal and vertical surfaces.		2					
Dust high and reachable surfaces (frames, clocks, top of dividers, etc.).			X				
Dust ventilation flaps.				X			

<b>UTILITY / JANITORIAL ROOM</b>	Daily	x/week	Weekly	Monthly	Quarterly	x/year	Yearly
Clean and place all equipment in the utility room; empty vacuum bags, sweep and remove stains, mop floor surfaces. Remove stains from floors. Never leave water in buckets or bins inside the room. Mops, brooms and other cleaning equipment should be stored in a way that speeds up the drying process.	X						

<b>VAULT / ATM ROOM</b>	Daily	x/week	Weekly	Monthly	Quarterly	x/year	Yearly
Remove stains from all horizontal and vertical surfaces.			X				
Dust reachable surfaces.				X			
Dust high, yet reachable surfaces.				X			
The vault and ATM room must be cleaned during office hours once per month.			X				

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<b>WINDOWS</b>	Daily	x/week	Weekly	Monthly	Quarterly	x/year	Yearly
Clean inside windows and sills.						3 (or when needed)	
Clean outside windows to remove streaks and stains. Clean sills, outline and mullions.				X			
Remove stains from sliding dividers.	X						

<b>OUTSIDE</b>	Daily	x/week	Weekly	Monthly	Quarterly	x/year	Yearly
Clean bank signs, drive-through ATMs and surroundings, night deposit, drive-in service windows and stainless steel edgings. Thoroughly clean around outside ATMs.	X						

## Appendix B Frequency Chart

<b>VINYL TILES (high-traffic zones)</b>	Daily	x/week	Weekly	Monthly	Quarterly	x/year	Yearly
Gather and eliminate residue and dust from floor surfaces with a treated dry mop.	X						
Gather and eliminate residue and dust from floor surfaces with a clean damp mop and a cleaning product or with hot and clean water. A germicidal agent must be used in washrooms.	X						

<b>VINYL TILES (low-traffic zones)</b>	Daily	x/week	Weekly	Monthly	Quarterly	x/year	Yearly
Gather and eliminate residue and dust from floor surfaces with a treated dry mop.	X						
Gather and eliminate residue and dust from floor surfaces with a clean damp mop and a cleaning product or with hot and clean water. A germicidal agent must be used in washrooms.	X						

## Appendix B Frequency Chart

<b>CARPET CLEANING</b>	Daily	x/week	Weekly	Monthly	Quarterly	x/year	Yearly
Vacuum carpets in high-traffic zones by using a HEPA filter and tools suitable for cleaning around furniture, corners and baseboards. Remove filth, dust and other debris from the surface.			X (or when needed)				
Vacuum carpets in offices by using a HEPA filter and tools suitable for cleaning around furniture, corners and baseboards. Remove filth, dust and other debris from the surface.			X (or when needed)				
Remove stains from carpets by using an approved stain-remover.	X						
Thoroughly clean carpets using vapor extraction. Shampoo when needed.						2	

<b>CERAMIC TILES</b>	Daily	x/week	Weekly	Monthly	Quarterly	x/year	Yearly
Gather and eliminate residue and dust from floor surfaces with a treated dry mop.	X						
Gather and eliminate residue and dust from floor surfaces with a clean damp mop and a cleaning product or with hot and clean water. A germicidal agent must be used in washrooms.	X						
Machine-scrub floor surfaces to remove markings and stains.					X		



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<b>FLOORING TILES LINOLEUM/MARMOLEUM</b>	Daily	x/week	Weekly	Monthly	Quarterly	x/year	Yearly
Gather and eliminate residue and dust from floor surfaces with a treated dry mop.	X						
Gather and eliminate residue and dust from floor surfaces with a clean damp mop and a cleaning product or with hot and clean water. A germicidal agent must be used in washrooms.	X						
Scour floor surfaces and apply floor finish when needed.							X