



# SANTA ANA COLLEGE

## CLEANING STANDARDS - for General Areas

### Lobby and Inside Hallway cleaning - Daily

- Dust-mop, then damp mop tile lobby and hallways floors. Sweep up debris. Vacuum carpeted hallways twice weekly.
- Vacuum all carpeted entrances and entrance door mats inside and outside.
- Spot clean rails, furniture, and other miscellaneous objects.
- Clean drinking fountains(s) with disinfectant.
- Clean public phone with disinfectant.
- Clean glass entrance doors and surrounding panels. Spot clean other glass panels of smudges and marks.

### Lobby and Inside Hallway cleaning - Weekly

- Clean metal surfaces around glass entrance doors and surrounding panels. Clean all entrance glass panels.
- Vacuum or dust vents in ceiling.

### Stairway cleaning - Weekly

- Sweep stairwells of debris. Spot-mop stairwells.
- Spot clean rails and walls.
- Check for graffiti, clean and/or report.

### Stairwell cleaning - Daily

- Wet-mop cement stairs.
- Vacuum carpeted stairs twice weekly.
- Clean all railings from the top to the bottom.

### Elevator cleaning - Daily

- Dust-mop then mop tile elevator. Vacuum carpeted elevators.
- Spot clean rails and walls.
- Check for graffiti, clean or report.

#### Elevator cleaning - Fridays

- ✓ Wash walls, ledges and vents.
- ✓ Wipe down control panel and all railings with disinfectant.
- ✓ Clean elevator tracks.

### Balcony/Outside Hallway cleaning - Daily

- Dust-mop/sweep balconies and outside hallways.
- Spot-mop food and drink spills and large marks on floors.

### Balcony/Outside Hallway cleaning - Weekly

- Wet-mop.