

Kling Memorial Library

Cleaning Schedule

Daily:

General Areas/Staff Areas

- Clean and sanitize high-touch surfaces (counters, tables, desks etc.)
- Empty trash from throughout the entire building
- Clean and sanitize drinking fountain
- Clean fingerprints from front door panels and windows

Restrooms

- Clean and sanitize all fixtures including sinks, counters, toilet bowls, and urinals
- Clean mirrors
- Empty trash and sanitize containers (including in-install trash receptacles)
- Clean and sanitize light switches, handles, doors, frames, walls, and partitions as needed
- Refill all dispensers (toilet paper, paper towel, soap)

Weekly (or more often as needed):

- Damp mop all hard floors (restrooms, entry, kitchen)
- Vacuum carpet throughout building
 - Touching up high-traffic areas as needed
 - Monitor / Spot Clean other areas as needed
- Dust all window sills and ledges
- Clean and sanitize kitchen countertop and sink
- Place trash and recycling bins on curb on designated days

Occasionally:

- Spot clean upholstered chairs and other furniture
- Dust all exposed cabinets, desks, shelvings, ledges, corners, machines, etc. (Monthly)
- Spot clean interior glass including doors
- Spot clean handles, doors, frames, and walls as needed
- Dust air vents
- Order supplies as needed