

VILLANOVA UNIVERSITY CUSTODIAL CLEANING MATRIX

Matrix: 7 Stairways	Matrix: 8 Washroom	Matrix: 9 Storeroom
Sweep / dust-mop stairs & landings D	Clean/disinfect urinals D	Sweep/dust mop floors M
Damp mop stairs & landing W	Clean/disinfect toilet bowls D	Damp mop floors M
Spot clean walls & doors W	Clean/disinfect sinks & fixtures D	Clean entrance door Q
Clean hand rails W	Clean mirrors D	Dust vents Q
Dust flat surfaces W	Empty trash containers D	Project clean light fixtures A
Performs interim floor care Q	Restock paper supplies D	Strip / refinish floors A
Dust vents Q	restock hand soap D	Clean windows A
Project clean light fixtures A	Sweep floor D	
Strip / refinish floors A	Damp mop floor D	
Clean windows A	Spot clean walls & doors D	
	Clean partitions & doors W	
	Dust flat surfaces W	
	Dust vents W	
	Scrub floors Q	
	Project clean light fixtures A	
	Clean windows A	

Ledgend: **D = Daily**
 W = Weekly
 M = Monthly

Q = Quarterly
 S/A =Semi annual
 A = Annual