

**VILLANOVA UNIVERSITY CUSTODIAL CLEANING MATRIX  
RESIDENT HALLS**

<b>Matrix: 1</b> Hallways	<b>Matrix: 2</b> Entranceway	<b>Matrix: 3</b> Shower Rooms
Empty Trash & Recycables <b>D</b>	Clean / roll up walk-off mats <b>D</b>	Clean & disinfect shower rm <b>D</b>
Vacuum Carpets	Sweep-Dust mop floors <b>D</b>	Clean drains <b>D</b>
Sweep & Mop Hard Surface Floors <b>D</b>	Damp mop floors <b>D</b>	Sweep-Dust mop floors <b>D</b>
Clean Water Fountains <b>D</b>	Empty& Clean outside ash urns <b>D</b> Sweep 10'	Empty waste containers <b>D</b>
Spot clean Walls <b>W</b>	Spot clean doors <b>D</b>	Wet mop <b>D</b>
Dust vents <b>W</b>	Dust flat surfaces <b>D</b>	Dust Vents <b>D</b>
Dust flat surfaces <b>W</b>	Spot clean walls <b>W</b>	Spot clean walls & doors <b>D</b>
Clean trash containers <b>M</b>	Clean doors & windows	Scrub Shower Stalls <b>3XW</b>
Shampoo Carpets <b>S/A</b>	Dust vents <b>W</b>	Clean trash containers <b>W</b>
Wash vents <b>Q</b>	Clean trash containers <b>S/A</b>	Wash vents <b>Q</b>
Preforms interim floor care <b>Q</b>	Preforms interim floor care <b>Q</b>	Scrub floors <b>A</b>
Wash blinds <b>A</b>	Wash vents <b>Q</b>	Project clean light fixtures <b>A</b>
Clean Smoke Dect. Covers <b>A</b>	Clean windows <b>A</b>	
Clean windows <b>A</b>	Strip / refinish floors <b>A</b>	
Strip / refinish floors <b>A</b>	Project clean light fixtures <b>A</b>	
Project clean light fixtures <b>A</b>		

**Ledgend:**    **D = Daily**                      **Q = Quarterly**  
                  **W = Weekly**                      **S/A =Semi annual**  
                  **M = Monthly**                      **A = Annual**