

EXAMPLE IAQ HOUSEKEEPING TASKS

IAQ HOUSEKEEPING ACTIVITIES

Location	Activity	Possible Frequency (times per year)
Main Entrance and Main Lobby	Clean - Ceiling Vents	1-6
Main Entrance and Main Lobby	Clean - Entry Mats and Grills	52-250
Main Entrance and Main Lobby	Clean - Escalators	52-250
Main Entrance and Main Lobby	Clean - Lighting Fixtures	1-6
Main Entrance and Main Lobby	Clean - Floor Maintenance Equipment	12-250
Main Entrance and Main Lobby	Clean - Lobby Directory	52-250
Main Entrance and Main Lobby	Clean - Spotted Horizontal & Vertical Surfaces	12-250
Main Entrance and Main Lobby	Clean - Public Telephone Booths	52-250
Main Entrance and Main Lobby	Dust - High Areas & Accessories	6-26
Main Entrance and Main Lobby	Dust - Low Horizontal Areas	52-250
Main Entrance and Main Lobby	Dust - Wall Surfaces	6-26
Main Entrance and Main Lobby	Floors - Wet Mop Hard Floors	52-250
Main Entrance and Main Lobby	Floors - Dust Mop Hard Floors	150-250
Main Entrance and Main Lobby	Floors - Apply Floor Finish	6-26
Main Entrance and Main Lobby	Floors - Spray Buff	52-250
Main Entrance and Main Lobby	Floors - Scrub/Polish Floors	6-12
Main Entrance and Main Lobby	Floors - Strip & Refinish	1-2
Main Entrance and Main Lobby	Floors - Vacuum Carpets/Mats	150-250
Main Entrance and Main Lobby	Floors - Shampoo Carpet	6-12
Main Entrance and Main Lobby	Floors - Deep Clean Carpet	6-12
Main Entrance and Main Lobby	Furniture & Furnishings - Vacuum	6-12
Main Entrance and Main Lobby	Glass - Both Sides of Doors: 3 Times Daily	150-250
Main Entrance and Main Lobby	Glass - Foyers (SF)	52-250
Main Entrance and Main Lobby	Glass - Interior Above 10' (SF)	1-2
Main Entrance and Main Lobby	Glass - Interior Below 10' (SF)	12-52
Main Entrance and Main Lobby	Polish Elevator Doors	52-250
Main Entrance and Main Lobby	Trash - Empty & Replace Waste Liners	52-250
Main Entrance and Main Lobby	Trash - Empty & Wipe Ash Trays/Urns	52-250
Main Entrance and Main Lobby	Trash - Remove Collected Waste	52-250
Main Entrance and Main Lobby	Trash - Replace Ash Urn Sand	12-52
Main Entrance and Main Lobby	Trash - Wash Receptacles	12-26
Elevators (Interiors)	Floors - Damp Mop Hard Floors	150-250
Elevators (Interiors)	Floors - Floor Finish Application	12-26

Location	Activity	Possible Frequency (times per year)
Elevators (Interiors)	Floors - Spray Buff	52-250
Elevators (Interiors)	Floors - Strip & Refinish	1-2
Elevators (Interiors)	Floors - Vacuum All Carpet Areas	150-250
Elevators (Interiors)	Floors - Shampoo Carpets	6-12
Elevators (Interiors)	Floors - Deep Clean Carpets	6-12
Elevators (Interiors)	Polish Bright Work	52-250
Elevator Lobbies & Floor Corridors	Clean - Ceiling Vents	6-12
Elevator Lobbies & Floor Corridors	Clean - Floor Directory	52-104
Elevator Lobbies & Floor Corridors	Clean - Lighting Fixtures	1-2
Elevator Lobbies & Floor Corridors	Clean - Spotted Horiz & Vert Surfaces	52-250
Elevator Lobbies & Floor Corridors	Clean and Polish Drinking Fountains	52-250
Elevator Lobbies & Floor Corridors	Dust - High Areas & Accessories	12-52
Elevator Lobbies & Floor Corridors	Dust - Low Horizontal Areas	52-250
Elevator Lobbies & Floor Corridors	Floors - Damp Mop Floors	52-250
Elevator Lobbies & Floor Corridors	Floors - Dust Mop Hard Floors	150-250
Elevator Lobbies & Floor Corridors	Floors - Floor Finish Application	6-26
Elevator Lobbies & Floor Corridors	Floors - Scrub/Polish Floors	6-26
Elevator Lobbies & Floor Corridors	Floors - Polish and Buff	52-250
Elevator Lobbies & Floor Corridors	Floors - Strip & Refinish	1-2
Elevator Lobbies & Floor Corridors	Floors - Vacuum All Carpet Areas	150-250
Elevator Lobbies & Floor Corridors	Floors - Shampoo Carpets	6-12
Elevator Lobbies & Floor Corridors	Floors - Deep Clean Carpets	6-12
Elevator Lobbies & Floor Corridors	Trash - Empty & Wipe Ash Trays/Urns	52-250
Elevator Lobbies & Floor Corridors	Trash - Replace Ash Urn Sand	12-52
Staircases & Landings	Clean - Spotted Vert Surfaces	52-250
Staircases & Landings	Dust- Rails and Ledges	52-250
Staircases & Landings	Floors - Damp Mop Hard Floors	12-52
Staircases & Landings	Floors - Dust Mop Hard Floors	52-250
Staircases & Landings	Floors - Floor Finish Application	6-26
Staircases & Landings	Floors - Spray Buff	52-104
Staircases & Landings	Floors - Strip & Refinish	1-2
Office Areas	Clean - Ceiling Vents	1-6
Office Areas	Clean - Coffee Area (1/5,000SF)	52-250
Office Areas	Clean - Lighting Fixtures	1-6
Office Areas	Clean - Spotted Horiz & Vert Surfaces	52-250
Office Areas	Polish Elevators, Metal & Accessories	52-250
Office Areas	Clean and Sanitize Telephones	12-52

Location	Activity	Possible Frequency (times per year)
Office Areas	Dust - Equipment	12-52
Office Areas	Dust - High Areas & Accessories	12-52
Office Areas	Dust - Low Horizontal Areas	52-250
Office Areas	Dust or Vacuum Venetian Blinds	3-12
Office Areas	Floors - Damp Mop Floors	12-52
Office Areas	Floors - Dust Mop Hard Floors	52-250
Office Areas	Floors - Apply Floor Finish	6-26
Office Areas	Floors - Spray Buff	52-104
Office Areas	Floors - Scrub/Polish Floors	1-6
Office Areas	Floors - Strip & Refinish	1-2
Office Areas	Floors - Spot Clean Stains/Spills	52-250
Office Areas	Floors - Vacuum All Carpet Areas	150-250
Office Areas	Floors - Shampoo Carpets	2-12
Office Areas	Floors - Deep Clean Carpets	1-2
Office Areas	Furniture & Furnishings - Spot Clean	52-250
Office Areas	Furniture & Furnishings - Vacuum/Dust	26-104
Office Areas	Glass - Interior Partitions Below 10'	12-52
Office Areas	Glass - Interior Windows Below 10'	1-6
Office Areas	Trash - Empty & Replace Waste Liners	52-250
Office Areas	Trash - Empty & Wipe Ash Trays	52-250
Office Areas	Trash - Remove Collected Waste	52-250
Office Areas	Trash - Wash & Sanitize Receptacles	6-12
Restrooms	Clean - Ceiling Vents	6-12
Restrooms	Clean - Lighting Fixtures	6-12
Restrooms	Clean - Sanitize Fixtures, Mirrors, Counters	52-250
Restrooms	Floors - Wet Mop Hard Floors	52-250
Restrooms	Floors - Wash/Scrub/Sanitize Floors	12-250
Restrooms	Polish - Chrome	52-250
Restrooms	Refill Consumable Dispensers	104-250
Restrooms	Trash - Empty & Replace Waste Liners	104-250
Restrooms	Trash - Empty & Wipe Ash Trays/Urns	52-250
Restrooms	Trash - Replace Ash Urn Sand	12-104
Restrooms	Trash - Remove Collected Waste	104-250
Restrooms	Trash - Wash & Sanitize Receptacles	12-52
Restrooms	Wash Restroom Partitions	12-52
Restrooms	Wash Restroom Walls	12-52
Exterior Custodial	Clean and Sanitize Waste Collection Area	52-250

Location	Activity	Possible Frequency (times per year)
Exterior Custodial	Clean Loading Dock Areas	52-250
Exterior Custodial	Exterior Window Cleaning (Above 10')	1-2
Exterior Custodial	Exterior Window Cleaning (Below 10')	26-52
Exterior Custodial	Maintain Truck & Bus Motor Idle Rules	250
Exterior Custodial	Trash - Empty & Replace Waste Liners	52-250
Exterior Custodial	Trash - Empty & Wipe Ash Trays/Urns	52-250
Exterior Custodial	Trash - Replace Ash Urn Sand	12-52
Exterior Custodial	Trash - Wash & Sanitize Receptacles	12-52

Source: Specifications for Superior Service Building - Office Building Cleaning Operations in North America, Building Owners and Managers Association International, 1990 - Page 61-63.