

# Custodial Schedule for

NMSU Buildings Schedule for Monday - Friday 8 Hour Days

30 minute lunch  
2 ~ 15 min breaks /day

|                                    | Monday  | Tuesday                                       | Wednesday                                     | Thursday                                      | Friday  |
|------------------------------------|---|---|---|---|---|
| <i>Bathrooms</i>                   | Sinks, urinals, toilets                       | Power Wash                                    | Sinks, urinals, toilets                       | Sinks, urinals, toilets                       | Power Wash                                    |
|                                    | Slop, mop and scrub                           | Slop, mop and scrub                           | Slop, mop and scrub                           | Slop, mop and scrub                           | Mop   |
|                                    | Empty Trash / change Liners as needed         | Empty Trash / change Liners as needed         | Empty Trash / change Liners as needed         | Empty Trash / change Liners as needed         | Empty Trash / change Liners as needed         |
|                                    | Fill TP and paper towels / pleat TP           | Fill TP and paper towels / pleat TP           | Fill TP and paper towels / pleat TP           | Fill TP and paper towels / pleat TP           | Fill TP and Paper Towels/ pleat TP            |
|                                    | Check, wipe down and Fill TP and PT if needed | Check, wipe down and Fill TP and PT if needed | Check, wipe down and Fill TP and PT if needed | Check, wipe down and Fill TP and PT if needed | Check, wipe down and fill Tp and Pt if needed |
|                                    | Wipe down, Light mop, and clean               | Wipe down, Light mop and clean                | Wipe down, Light mop and clean                | Wipe down, Light mop and clean                | Wipe down , Light mop and clean               |
| <i>All Buildings</i>               | Empty Trash / change Liners as needed         | Empty Trash / change Liners as needed         | Empty Trash / change Liners as needed         | Empty Trash / change Liners as needed         | Empty Trash / change Liners as needed         |
|                                    | Empty Recycling As needed                     | Empty Recycling As needed                     | Empty Recycling As needed                     | Empty Recycling As needed                     | Empty Trash / change Liners as needed         |
|                                    | Empty outside trash As needed                 | Empty outside trash As needed                 | Empty outside trash As needed                 | Empty outside trash As needed                 | Empty Trash / change Liners as needed         |
|                                    | Sweep, mop all hard floors                    | Sweep, mop all hard floors                    | Sweep, mop all hard floors                    | Sweep, mop all hard floors                    | Sweep, Mop all hard floors                    |
| <i>Labs/classrooms</i>             | Sweep, mop all hard floors                    | Sweep, mop all hard floors                    | Sweep, mop all hard floors                    | Sweep, Mop all hard floors                    | Sweep, Mop all hard floors                    |
| <i>Entry ways/ Hallways / rugs</i> | Vacuum all carpets areas                      | Vacuum all carpets areas                      | Vacuum all carpets areas                      | Vacuum all carpets areas                      | Vacuum all carpets in all areas               |
| <i>Classrooms</i>                  | Vacuum all carpets areas                      | Vacuum all carpets areas                      | Vacuum all carpets areas                      | Vacuum all carpets areas                      | Vacuum all carpets in all areas               |
| <i>Glass / Entryway doors</i>      | Clean   | Clean   | Clean   | Clean   | Clean   |
| <i>Brass</i>                       | Clean   | Clean   | Clean   | Clean   | Clean   |
| <i>Cybercafe</i>                   | Wipe all tables / chairs                      | Wipe all tables / chairs                      | Wipe all tables / chairs                      | Wipe all tables / chairs                      | Wipe all tables and /chairs                   |
| <i>Dusting</i>                     | Feather dust                                  | Feather dust                                  | Feather dust                                  | Feather dust                                  | Use Pledge                                    |
| <i>Deep Cleaning</i>               | Rotate mentioned areas weekly                 | Classrooms                                    | Offices                                       | Restrooms power washed 2x weekly              | Other Areas                                   |
| <i>Detail Work</i>                 | Clean door handles often in day               | Paper Towel dispensers daily                  | Bathroom stalls daily                         | Toilet handles daily                          | Tables and chairs daily                       |
| <b>Crystal</b>                     |   |   |   |   |   |
| <b>Adrienne</b>                    |   |   |   |   |   |
| <b>Dana</b>                        |   |   |   |   |   |