

# USPS Standard Cleaning Frequency

| Line No. | Job Requirement                     | Operation    | Minuets per sq. ft. or unit | Frequency   |
|----------|-------------------------------------|--------------|-----------------------------|---|
| 1        | WORKROOM TOILET                     | CLEAN        | 4.5                         | 3-7 times per week  |
| 2        | WORKROOM TOILET                     | POLICE       | 1.5                         | 1 time per tour except when being cleaned                             |
| 3        | OFFICE TOILETS                      | CLEAN        | 4.0                         | 2-7 times per week  |
| 4        | LUNCH/ SWING ROOMS                  | CLEAN        | .0320                       | 3-7 times per week  |
| 5        | LUNCH/ SWING ROOMS                  | POLICE       | .0106                       | On all tours when used, except when cleaned on same tour              |
| 6        | LUNCH/ SWING ROOMS                  | WET MOP      | .0300                       | 0-2 time(s) per week  |
| 7        | LOCKER ROOMS                        | CLEAN        | .0240                       | 3-7 times per week  |
| 8        | LOCKER ROOMS                        | POLICE       | .0080                       | On all tours when used except when cleaned on same tour               |
| 9        | LOCKER ROOMS                        | WET MOP      | .0300                       | 0-2 time(s) per week  |
| 10       | WORKROOMS                           | CLEAN        | .0106                       | 2-7 times per week  |
| 11       | WORKROOMS                           | POLICE       | .0053                       | On all tours only for the area used, except when cleaned on same tour |
| 12       | OFFICES                             | CLEAN        | .0375                       | 3-7 times per week  |
| 13       | SUPPLY ROOMS                        | CLEAN        | 0.0120                      | 3-7 times per week  |
| 14       | FREIGHT ELEVATORS                   | POLICE       | 10.0000                     | 1-7 time(s) per week  |
| 15       | PASSENGER ELEVATORS                 | CLEAN        | 20.0000                     | 3-7 times per week  |
| 16       | EXTERIOR PAVED AREA                 | POLICE       | 0.0012                      | 1-7 time(s) per week  |
| 17       | PLATFORMS                           | CLEAN        | 0.0106                      | 3-7 times per week  |
| 18       | PLATFORMS                           | POLICE       | 0.0053                      | On all tours in areas used except when cleaned on same tour           |
| 19       | SERVICE/ BOX LOBBY                  | CLEAN        | 0.0160                      | 5-7times per week   |
| 20       | SERVICE/ BOX LOBBY                  | POLICE       | 0.0020                      | As needed   |
| 21       | SERVICE/ BOX LOBBY                  | WET MOP      | 0.0300                      | 1-3 time(s) per week  |
| 22       | SERVICE/ BOX LOBBY                  | VACUUM SCRUB | 0.0064                      | 1-3 time(s) per week  |
| 23       | SERVICE/ BOX LOBBY                  | DAMP MOP     | 0.0150                      | 1-3 time(s) per week  |
| 24       | STAIRWAYS                           | CLEAN        | 8.0000                      | 3-7 times per week  |
| 25       | STAIRWAYS                           | POLICE       | 2.4000                      | Daily, except when cleaned  |
| 26       | CORRIDORS                           | CLEAN        | 0.0060                      | 2-7 times per week  |
| 27       | CORRIDORS                           | DAMP MOP     | 0.0150                      | 2-7 times per week  |
| 28       | CORRIDORS                           | VACUUM SCRUB | 0.0064                      | 2-7 times per week  |
| 29       | CORRIDORS                           | POLICE       | 0.0020                      | Daily, except when cleaned  |
| 30       | SHOP AREAS                          | CLEAN        | 0.0120                      | Daily, when used  |
| 31       | JAN CLOSET                          | CLEAN        | 10.0000                     | Daily, when used  |
| 33       | LIGHT FIXTURES (feather duster)     | DUST         | .2500                       | 4-12 times per year   |
| 34       | LIGHT FIXTURES (vacuum dusting)     | DUST         | 1.0000                      | 4-12 times per year   |
| 35       | LIGHT FIXTURES (treated dust cloth) | DUST         | 1.5000                      | 4-12 times per year   |

|    |   |           |         |                                   |
|----|---|-----------|---------|-----------------------------------|
| 36 | LIGHT FIXTURES                          | WASH      | 10.0000 | 1-2 time(s) per year              |
| 37 | LIGHT FIXTURES<br>(louver washing tank) | WASH      | 8.890   | 1-2 time(s) per year              |
| 38 | LIGHT FIXTURES<br>(louver washing tank) | WASH      | 5.0000  | 1-2 time(s) per year              |
| 39 | VENETIAN BLINDS                         | WASH      | 30.000  | 1-2 time(s) per year              |
| 40 | VENETIAN BLINDS                         | DUST      | 5.0000  | 1-4 time(s) per year              |
| 41 | LOBBY GLASS                             | WASH      | 0.1790  | 12-52 times per year              |
| 42 | EXTERIOR GLASS                          | WASH      | 0.1790  | 2-4 times per year                |
| 43 | INTERIOR GLASS                          | WASH      | 0.1790  | 2-4 times per year                |
| 44 | WORKROOM PIPES/ DUCTS                   | DUST      | 0.0690  | 1-2 time(s) per year              |
| 45 | OTHER PIPES/ DUCTS                      | DUST      | 0.480   | 1-4 time(s) per year              |
| 46 | LOOKOUT GALLERY                         | CLEAN     | 0.4800  | 4-12 times per year               |
| 47 | CARRIER CASE                            | CLEAN     | 4.0000  | Annually, or as needed            |
| 48 | OTHER CASE                              | CLEAN     | 1.5000  | Annually, or as needed            |
| 49 | EXTERIOR PAVED                          | SWEEP     | 0.0060  | 1-7 time(s) per week              |
| 50 | EXTERIOR PAVED                          | SWEEP     | 0.0040  | 1-7 time(s) per week              |
| 51 | EXTERIOR PAVED                          | SWEEP     | 0.0012  | 1-7 time(s) per week              |
| 52 | ACTIVE STORAGE                          | CLEAN     | 0.0120  | 12-52 times per year              |
| 53 | INACTIVE STORAGE                        | CLEAN     | 0.0120  | 4-12 times per year               |
| 54 | RESILENT FLOOR                          | DAMP MOP  | 0.0150  | 12-52 times per year              |
| 55 | RESILENT FLOOR                          | INITIAL   | 0.2400  | 0-2 times per year                |
| 56 | RESILENT                                | PERIOD    | 0.960   | 3-12 times per year               |
| 57 | TERRAZZO                                | INITIAL   | .2400   | Annually                          |
| 58 | TERRAZZO                                | PERIODIC  | 0.120   | 3-21 times per year               |
| 59 | CONCRET                                 | INITIAL   | 0.2400  | Annually                          |
| 60 | CONCRET                                 | PERIODIC  | 0.0960  | 0-4 time(s) per year              |
| 61 | CARPET                                  | SHAMPOO   | 0.2400  | 1-4 time(s) per year              |
| 62 | CARPET                                  | SPOT      | 0.1200  | As needed up to 4 times a year    |
| 63 | WOOD                                    | INITIAL   | 0.2400  | 1-2 time(s) per year              |
| 64 | WOOD                                    | PERIODIC  | 0.1200  | 3-12 times per year               |
| 65 | LAWNS                                   | MOW PUSH  | 0.0120  | Up to 52 times per year           |
| 66 | LAWNS                                   | MOW RIDER | 0.0060  | As needed up to 52 times per year |
| 67 | HEDGE/ SHRUB                            | TRIM      | 1.200   | 1-4 time(s) per year              |
| 68 | SNOW                                    | REMOVE    | 0.0150  | As needed                         |
| 69 | P.O. BOXES                              | CLEAN     | 2.0000  | As needed                         |
|    | BATTERY ROOM                            | CLEAN     | .0060   | Daily                             |
|    | WALLS                                   | DUST      | .0240   | 0-4 time(s) per year              |
|    | WALLS                                   | WASH      | .1380   | 1-4 time(s) per year              |