

RKCAA-Kenosha Cleaning Schedule

Soap, toilet paper, paper towels, liners, garbage bags furnished by RKCAA

Reception Areas and Offices: 1st Floor Daily. 2nd Floor: Weekly on Wednesdays (Omit 2nd floor Wellness Center)

- Empty wastebaskets, insert liners & put in trash receptacle in back of building
- Spot clean glass in foyer entrance & reception area including doors and windows
- Clean/sanitize – Foyer handles of Entry/Exit doors, office door knobs, light switches
- Floors, carpets– Sweep/vacuum, dust and damp mop
- Damp wipe Reception Area(s) furniture with sanitizing wipes
- Notify designated staff of any observed irregularities and of needed supplies

Restrooms 1st Floor Daily. 2nd Floor Weekly on Wednesday

- Empty wastebaskets, insert liners as required
- Clean, sanitize, & polish all vitreous fixtures including toilet bowls, urinals, hand basins
- Clean & sanitize toilet seats & handles
- Clean & sanitize floors
- Flush toilet bowls and urinals with bowl cleaner
- Clean & polish all chrome fittings
- Clean mirrors
- Clean & sanitize Koala Baby changing stations in restrooms (Men's & Women's)
- Spot clean metal partitions
- Remove spots, stains and splashes from wall area adjacent to hand basins
- Clean and sanitize all door handles, faucet handles and light switches.
- Refill ALL dispensers to normal limits – paper towels, soap, toilet tissue, and Baby changing station towels—
- Notify designated staff of any observed irregularities and of needed supplies

WIC Teaching Kitchen: Weekly on Wednesday

- Empty wastebaskets, insert liners
- Wipe down & sanitize counters, tables, handles, door knobs and light switches
- Floors– Sweep/vacuum, dust and damp mop

Hallways: 1st Floor Daily. 2nd Floor Weekly on Wednesday

- Sweep/vacuum
Damp mop

Stairways: Clean as needed *During winter snowfall season frequently requires daily cleaning*

Front stairs, Back stairs and Basement stairs-(carpet)

- Sweep/vacuum
Damp mop

Conference Room: Weekly on Wednesday

- Empty wastebaskets, insert liners as required
- Vacuum
- Clean/Sanitize credenza, conference room tables, counter and cabinets
- Spot clean glass windows, sanitize doors & handles in all areas
- Vacuum

Basement/Breakroom: Daily

- Empty wastebaskets & put in trash receptacle in back of building
- Wipe down & sanitize counters, and metal table, door knobs and light switches
- Floors & Stairways – Sweep/vacuum, dust and damp mop
- Notify designated staff of any observed irregularities and of needed supplies

Monthly All Areas in the Building: 1st & 2nd Floors & Basement

- Vacuum diffuser outlets in ceilings & walls throughout the building
- Low dust all horizontal surfaces below 30" including sills, ledges, moldings, shelves, radiators
- High dust above hand height (70") all horizontal surfaces including shelves, moldings & ledges
- Remove dust and cobwebs from ceiling areas