

# Entrances

Entrances are very important due to the number of students, faculty and guests that enter our buildings every day. Keeping the entrances clean is our first line of defense against dirt coming in from the outside. Keeping our walk off mats clean and in working order helps us throughout the building.

<b>Tasks</b>	<b>Frequency</b>
Vacuum/dust mop floors and/or walk off mats	Daily
Autoscrub floors	Twice per week
Sweep steps and landings outside	Weekly
Empty waste containers	Daily
Spot-clean walls, doors and glass	As needed
Change light bulbs	As needed
Burnish floors	Twice per week
Spot mop floors	As needed
Clean light fixtures	Annually

	Semi annually
Remove snow/spread ice melt	As needed