

## Cleaning Schedule 2025

### Daily

- Empty all garbage. Separate trash and recyclables.
- Clean front doors of hand prints and dirt.
- Clean all toilets and sinks.
- Mop bathroom floors.
- Refill dispensers, as needed.

### Weekly

- Vacuum sections of the library, cleaning the entire library within one week.\*
- Spot clean as needed.
- Remove outside trash as needed.

### Monthly

- Clean walls and mop boards in bathrooms.
- Mop floors in Reading Room (or more frequently in the winter).

**\*Lobby – daily in winter, less frequently in summer**

**\*Staff Areas**

**\*Main Library Adult Nonfiction (Monday)**

**\*Teen (Tuesday)**

**\*Main Library Adult Fiction (Wednesday)**

**\*Program Rooms, Study Rooms (Thursday)**

**\*Main Library Reading Room, Main Desk area (Friday)**

**\*Main Library NEW Adult Materials (frequently)**

**\*Main Library Children's (entirely within the week)**