

Adult Community Center Maintenance Schedule

(Updated 12/2022)

Daily

General cleaning tasks of reception area, hallway, lobbies, offices and rooms and other tasks

- Spot Clean glass doors of all major entries.
- Empty and clean trash receptacles.
- Spot clean/dust tables, chairs, desks, cabinets and countertops.
- Empty kitchen trash, cardboard, compost and recycling.
- Dust light fixtures above front desk/entry way.
- Sweep and damp mop hard surface flooring (Oak/Acorn after lunch)
- Sweep and dust mop wood floors.
- Sweep staircase.
- Sweep and blow outside entrances and sidewalks on ACC property line. Remove down branches and litter on property.
- Vacuum and sanitize elevator.
- Vacuum all carpeting
- Wipe down garbage can lids.
- Empty front desk, dining room, coffee area and all office recycling.
- Sanitize touched surfaces:
 - Drinking fountains.
 - Light switches.
 - kickplates, railings, handles and walls.
 - Clean and disinfect all sinks in rooms.
 - Wash floors with disinfectant cleaner.
 - Wipe down fitness equipment after each fitness class.
- Restrooms:
 - Clean all toilet bowls, toilet seats and exterior of toilets. Use sperate towel to eliminate. cross contamination.
 - Sanitize restroom doors and handles.
 - Replenish restroom supplies.
 - Clean/dust all restroom mirrors and other fixtures.
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Programing tasks:

- Check set ups.
- Erase all whiteboards.
- Clean/refill and empty coffee maker downstairs.
- Set out Lunch tables according to count.
- Rearrange lobby and other furniture as needed at end of day.

Weekly

Tasks occur once a week in addition to daily tasks.

- After cleaning toilet bowl, add bleach and let stand to reduce ring buildup.
- Mop staircase.
- Blow off deck and staircase.
- Empty compost in workroom.
- Water inside plants, planters by entry.
- Mop hard floors in rooms.
- Mop staircase and downstairs hallway floors.
- Adjust USA flag as necessary.
- Empty dog waste/Replace dog bags station trash.

Monthly

- Refill hand sanitizer dispensers.
- Replace Deodorizer dispensers.
- Use stainless steel cleaner on elevator surfaces.
- Flush all restroom drains.
- Clean inside of windows
- Clean all whiteboards.
- Clean inside/outside of microwave in workroom.
- Clean out gutters for debris 1x per month or more as needed.
- Spray high traffic carpet spray on specified areas.
- Use whiteboard cleaner on all whiteboards.
- Walk around interior and exterior with Pest specialist (Western Exterminator). Write any pest issues into log book.

Bi-Annually:

- Clean HVAC filters on top of LG units.
- Schedule fire suppression inspection and kitchen hood cleaning.

Annually:

- Schedule kitchen hood inspections.
- Christmas light install/uninstall.

- Setup holiday decorations. Irrigation shut off.
- Shovel snow and spread de-icer on sidewalks as needed
- Assist facilities in locating and updating each fire extinguisher (inspection).
- Blow off roof using electric blower.
- Organize palladium and maintenance rooms/closets.

As needed

- Report facility repairs.
- Notify Recreation administration of setup changes/instructor needs.
- Report pest issues to manager and Western Exterminator.
- Clean outside windows
- Replace tissue boxes.
- Check and reset clocks as needed, replace batteries.
- Report irrigation issues to facility manager.
- Re- order supplies on Supplyworks.