

OFFICE AND LAB CLEANING

Facilities Operations and Development follows protocols based on best practices for higher education institutions.

INDIVIDUAL OFFICES

Vacuum	MONTHLY
Sweep	
Dust	
Spot-clean	
Shampoo carpets	YEARLY
Strip and refinish floors	

For employees who occupy single offices, we ask you to please empty your own desk trash and recycling bins into centrally located containers. This will limit foot traffic in and out of your office. See the private office cleaning schedule.

RESEARCH LABS

Vacuum, sweep, mop	DAILY
Trash, recycle	
Clean whiteboards or chalkboards	
Clean/Disinfect Doorknobs, Lever Handles, Push Plates, etc.	WEEKLY
Damp Mop Floors	
Dust Flat Surfaces and Furniture	BI-MONTHLY
Dust Ledges, Horizontal Surfaces	
Strip and Refinish Floors	YEARLY



Custodians will clean restrooms at least **once a day** for FOD-maintained buildings.

Custodial, maintenance or general service requests should be made online at fod.osu.edu/make-request or call **614-292-HELP (4357)**.



THE OHIO STATE UNIVERSITY