

NOLAN CENTER CLEANING CHECKLIST **WEEKLY TIME EXPECTED (WINTER)** **MON** **TUES** **WED** **THURS** **FRI** **SAT** **SUN**

FACILITY HOURS *Cleaning is expected to be done before or after open hours* **9am-5pm** **9am-5pm** **9am-5pm** **9am-5pm** **9am-5pm** **1-5pm** **3pm-7pm**

The hours will change/increase when the movie studios reopen and during the Spring/Summer visitor season.

LOBBY BATHROOMS	1-2 hours - 4 x per week			1.5		2	2	2
Womens toilets (9)								
Mens toilets (3) and urinals (3)								
Womens sinks (5)								
Mens sinks (2)								
Mirrors and mirrors								
All touch points (handles, switches)								
Drinking fountains								
Refill toilet paper, paper towels								
Refill seat covers, napkin bags								
Empty all garbages								
Sweep and mop								
LOBBY FLOORS	1/2 hour - 4 x per week			0.5		0.5	0.5	0.5
Sweep and mop entire lobby								
EMPLOYEE BATHROOM	1/2 hour - 1 x per week							0.5
Clean toilet, sink, and mirror								
All touch points (handles, switches)								
Refill toilet paper, paper towels								
Refill seat covers, napkin bags								
Empty garbage								
Sweep and mop								
EMPLOYEE HALLWAY	1/2 hour - 1 x per week							0.5
Sweep and mop								
CIVIC ROOM FLOOR	3 hours - 1 x per week			3				
Sweep and mop floor								
Buff the floors								
VACUUMING	2.5 hours - 1 x per week					2.5		
Entire museum gallery								
Gift Shop/Office								
Visitor Center/Small theater								
Front and back entry ways								
GARBAGES/CARDBOARD	1/2 hour - 1 x per week						0.5	
Empty all garbages inside facility								
Empty all garbages outside facility								
Pick up garbage/debri around building								
Take cardboard out								
KITCHEN	45 mins - 1 x per week							0.75
Clean all 4 sinks								
Clean counters								
Refridgerator (outside and handles)								
Cupbaords (outside and handles)								
All touch points (door handles, switches)								
Sweep and mop								
WINDOWS	1/2 hour - 1 x per week						0.5	
Front doors (both sets)								
Back doors (both sets)								
GALLERY	45 mins - 1 x per week							0.75
Dust								
Clean all touch points/panels								
LAB/BACK AREAS	1.5 hours - 1 x per week						1.5	
Sweep and mop								
SPECIAL PROJECTS:								
LAUNDRY (after events)	3-6 hour project after events							
Wash/dry tablecloths/skirting								
Steam and hang tablecloths/skirting								
Wash/dry/fold napkins, dish towels								
CHAIRS/TABLES	3-6 hour project after events							
Deep clean tables/chairs								
WINDOWS	3-6 hour project							
Entire building windows inside/out								
HOURS				5		5	5	5