

Miami-Dade County
Public Schools
Department of Plant
Operations
Cleaning
Time Standards -
References

ISSA

STANDARDS TIMES

These standard times are estimates for an average situation. The figures must be considered as guides only, because of the many variables affecting the performance time of housekeeping jobs. Some of these variables are:

1. The worker

- | | | | |
|----|-----------------------------|----|-----------------------------|
| a. | Ability to work with others | h. | Manual dexterity |
| b. | Age | i. | Morale |
| c. | Attitude | j. | Motivation and incentive |
| d. | Experience | k. | Physical strength and build |
| e. | Fatigue | l. | Quality of supervision |
| f. | Health and limitations | m. | Training |
| g. | Intelligence and literacy | | |

2. The surface to be cleaned

- a. Condition of sub-surface (level, smooth, etc.)
- b. Condition of surface (smoothness, porosity, etc.)
- c. Degree of soil
- d. Total area involved
- e. Traffic
- f. Type of soil

3. Work conditions

- | | | | |
|----|----------------------------------|----|--|
| a. | Amount of obstruction | g. | Illumination intensity |
| b. | Attitude of other employees | h. | Method of work |
| c. | Comfort level | i. | Presence of others |
| d. | Desired quality of result | j. | Quality of materials |
| e. | Distance to custodial facilities | k. | Type, size, and conditions of equipment being used |
| f. | Evaporation rate | | |

The time standards are developed on the assumption that all factors indicated above are at an average level, a condition that, of course, would be almost impossible to achieve in practice. As your housekeeping program develops, the time requirements for various jobs will be lessened. It would be necessary to take time studies to establish rates for a specific situation. Specific time studies may be found to vary as much as 50% with respect to a given estimate. Where figures are given in ranges, the variability is even more pronounced.

Miami-Dade County Public Schools
Department of Plant Operations – Time Standards Reference

ISSA CLEANING TIMES		
Updated 12/15/09 Times Based on 1,000 Sq Ft	Minutes to Clean 1, 000 Sq Ft	Total Sq Ft Per Hour
SWEEPING		
Sweep with 24" push broom	15.40	3,896
Sweep with 30" push broom	12.00	5,000
Sweep with 36" push broom	10.80	5,556
Sweep with 26" push sweeper machine	4.00	15,000
Sweep with 36" rider sweeper machine	2.50	24,000
Sweep with 56" rider power sweeper machine	1.00	60,000
DUST MOPPING		
Dust Mop 36" using mop head	4.80	12,500
Dust Mop 48" using mop head	2.40	25,000
Dust Mop 72" using mop head	2.00	30,000
DAMP MOPPING		
Damp Mop 16oz mop head single bucket and wringer	14.40	4,167
Damp Mop 24oz mop head single bucket and wringer	12.00	5,000
Damp Mop 32oz mop head single bucket and wringer	9.60	6,250
Damp Mop 16oz mop head double bucket and wringer	13.20	4,545
Damp Mop 24oz mop head double bucket and wringer	10.80	5,556
Damp Mop 32oz mop head double bucket and wringer	8.40	7,143
MACHINE SCRUBBING		
Machine scrub 17" – 175 rpm with wet pickup	31.20	1,923
Machine scrub 20" – 175 rpm with wet pickup	27.00	2,222
Machine scrub 17" – 350 rpm with wet pickup	19.80	3,030
Machine scrub 20" – 350 rpm with wet pickup	16.80	3,571
Machine scrub 17" – Auto Scrubber	9.00	6,667
Machine scrub 21" – Auto Scrubber	7.80	7,692
Machine scrub 24" – Auto Scrubber	6.00	10,000
Machine scrub 27" – Auto Scrubber	5.40	11,111
Machine scrub 32" – Auto Scrubber	4.20	14,286
MACHINE STRIPPING		
Machine strip 17" – 175 rpm with wet pick up	79.80	752
Machine strip 20" – 175 rpm with wet pick up	75.00	800
Machine strip 17" – 350 rpm with wet pick up	52.80	1,136
Machine strip 20" – 350 rpm with wet pick up	45.00	1,3333

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DRY BUFF/BURNISH		
Dry buff/polish 17" – 175 rpm rotary machine	30.00	2,000
Dry buff/polish 20" – 175 rpm rotary machine	25.20	2,381
Dry buff/polish 17" – 350 rpm rotary machine	19.80	3,030
Dry buff/polish 20" – 350 rpm rotary machine	15.00	4,000
Dry burnish 20" – 1000 plus rpm burnisher	6.60	9,091
Dry burnish 20" – 2000 plus rpm burnisher	6.00	10,000
APPLY FLOOR FINISH		
Apply floor finish using standard finish mop head	36.00	1,667
Apply floor finish using gravity-feed applicator	24.00	2,500
VACUUM CARPET AREAS		
Vacuum with 12" upright	26.80	2,239
Vacuum with 14" motor upright	18.50	3,243
Vacuum with 16" 2 motor upright	14.20	4,225
Vacuum with 18" 2 motor upright	17.40	3,448
Vacuum with 22" 2 motor upright	13.80	4,348
Vacuum with 28" 2 motor upright	10.80	5,556
Vacuum with 30" 2 motor upright	6.00	10,000
Vacuum with 30" 2 motor upright	6.00	10,000
Vacuum with 30" 2 motor upright	6.00	10,000
Vacuum with 30" 2 motor upright	6.00	10,000
Vacuum with 14" backpack system	8.10	7,407
Vacuum with 20" backpack system	7.50	8,000
Vacuum with 16" tank/canister system	20.40	2,941
Vacuum with 20" tank/canister system	16.80	3,571
CLEANING CARPET AREAS		
Bonnet clean with 17" – 175 rpm machine	69.90	862
Dry clean, spread, agitate and vacuum	77.40	775
Extraction clean portable machine 16" tool	110.00	545
Extraction clean self-contained 16" head	29.00	2,069
Extraction clean self-contained self propelled 28" pickup	11.60	5,172
Rotary shampoo 17" – 175 rpm	60.00	1,000
WALL WASHING		
Painted walls (manual)	240.00	250
Painted walls (machine)	150.00	400
Marble walls (manual)	92.00	652

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CEILING WASHING		
Ceiling Washing (manual)	300.00	200
Ceiling Washing (machine)	180.00	333
Furniture and Fixture Cleaning – Time shown is how long it takes to clean one each.		
Air Conditioners	0.30	N/A
Ash Trays (desk)	0.25	N/A
Book Cases (3-tier sec.)	0.30	N/A
Chairs	0.30	N/A
Cigarette Stands	0.40	N/A
Couch	0.25	N/A
Desks	0.80	N/A
Desk Trays	0.15	N/A
File Cabinets (4 drawer)	0.40	N/A
Lockers	0.20	N/A
Radiators	0.30	N/A
Tables (medium)	0.50	N/A
Telephones	0.15	N/A
Towel dispensers	0.12	N/A
Towel disposal cans	0.40	N/A
Typewriter and stand	0.50	N/A
Wash basin (office)	0.60	N/A
Waste basket	0.50	N/A
Venetian blinds std. Size	0.20	N/A
	3.50	N/A
RESTROOM CLEANING		
Cleaning commode	3.83	N/A
Door (spot wash both sides)	0.83	N/A
Mirrors	0.66	N/A
Sanitary napkin dispenser	0.16	N/A
Urinals	3.00	N/A
Wash basin-soap dispenser	3.00	N/A
WINDOW WASHING		
Single pane	125.00	N/A
Multi-pane	170.00	N/A
Frosted single pane	190.00	N/A
Opaque glass	50.00	N/A
Plate glass	35.00	N/A
Office partitions (glass)	110.00	N/A

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DUSTING LAMPS & LIGHT FIXTURES		
Wall fluorescent fixtures	0.13	N/A
Desk fluorescent lamp	0.30	N/A
Table lamp and shade	0.58	N/A
Floor lamp and shade	0.58	N/A
WASHING FLUORESCENT LIGHT FIXTURES		
Ceiling fixture (egg crate) 4' ea	9.00	N/A
Ceiling fixture (egg crate) 8' ea	12.00	N/A
FABRIC UPHOLSTERY CLEANING		
Whisk or vacuum armless chair	0.50	N/A
Whisk of vacuum armchair	1.00	N/A
Whisk of vacuum couch	2.00	N/A
Shampooing armless chair	4.00	N/A
Shampooing armchair	7.00	N/A
Shampooing couch	20.00	N/A
STAIRWAY CLEANING		
Sweep and dust 1 flight 15 steps	6.00	N/A
Damp mop 1 flight 12 steps	5.00	N/A
Scrubbing (hand)	20.00	N/A
GENERAL CLEANING		
Empty lined wastebasket, replace liner	1.00	1,000
Empty/Wipe ash tray	0.05	1,000
Clean Sand Urn	0.45	1,000
Dust: Table lamp & shade	0.30	1,000
Desk	0.45	1,000
Chair	0.25	1,000
Table	0.50	1,000
Bookcase	0.30	1,000
Telephone	0.10	1,000
Clean/damp wipe: Table	1.00	1,000
Chair	0.30	1,000
Clean/polish desk top	3.00	1,000
Clean office partition (6' x 8')	3.00	1,000
Clean drinking fountain	0.50	1,000
Clean chalkboard (about 133 sq. ft.)	4.00	1,000
Damp wipe Venetian blinds	3.00	1,000
Remove linen/make bed	5.00	1,000
Remove/replace bath towels	1.00	1,000
Sweep/dust mop 15-step stairway	5.00	1,000
Damp mop 15-step stairway	4.00	1,000

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GENERAL CLEANING		
Vacuum: Armchair	1.00	1,000
Couch	1.30	1,000
Draperies (8' x 8' panel)	3.00	1,000
FLOOR CARE		
Sweep (unobstructed): Halls & Corridors	8.00	1,000
General areas	10.00	1,000
Dust Mop (unobstructed)	5.00	1,000
(obstructed)	8.00	1,000
Damp Mop (unobstructed)	15.00	1,000
(obstructed)	25.00	1,000
Wet/Mop & Rinse: (unobstructed)	30.00	1,000
(obstructed)	45.00	1,000
Scrubbing (unobstructed): 17" Rotary – 175 rpm	35.00	1,000
24" Rotary – 175 rpm	20.00	1,000
17" Rotary – 300 rpm	20.00	1,000
17" Rotary – 1000 + rpm	12.00	1,000
16" Automatic Scrubber, walk-behind	10.00	1,000
24" Automatic Scrubber, walk-behind	6.00	1,000
Apply finish wax: Manually	25.00	1,000
Automatic application	10.00	1,000
Buffing/polishing (unobstructed): 20 Rotary, 175 rpm	15.00	1,000
20" Rotary, 300 rpm	10.00	1,000
20" Rotary, 1000 + rpm	6.00	1,000
RESTROOMS		
Clean/Disinfect: Toilet	2.30	N/A
Urinals	2.00	N/A
Wash basin	1.00	N/A
Clean: Partition	1.00	N/A
Soap dispenser	0.30	N/A
Mirror (4 x 6)	0.40	N/A
Refill: Soap dispenser	0.35	N/A
Towel dispenser	0.25	N/A
Refill/replace toilet tissue	0.12	N/A
CARPET/FABRIC CARE		
Vacuuming carpet: Unobstructed	20.00	1,000
Obstructed	30.00	1,000
Rotary shampoo carpet, average soil	60.00	1,000
Bonnet clean carpet	30.00	1,000
Hot water extraction carpet, portable	60.00	1,000
Shampoo armchair	7.00	1,000
Shampoo couch	20.00	1,000
Dry clean draperies (8 x 8 panel)	10.00	1,000

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WALLS/CEILING/WINDOWS		
Manually wash painted wall, 200 sq. ft.	30.00	1,000
Machine wash painted wall, 200 sq. ft.	20.00	1,000
Manually wash ceiling, 200 sq. ft.	60.00	1,000
Machine wash ceiling, 200 sq. ft.	40.00	1,000
Squeegee wash window, 100 sq. ft.	10.00	1,000
Squeegee wash glass door (both sides)	2.30	1,000
PROJECT CLEANING		
Shampoo Carpet	15 hours – 2 men	6,000
Strip-Seal-Wax	15 hours – 2 men	2,000
Spray buff	30 minutes	1, 000
Dry buff	15 minutes	1,000
High dusting (vacuum)	60 minutes	2,000
High dusting (duster)	60 minutes	4,000
Wash windows	60 minutes	480
Polish furniture: (desk)	40 seconds	1 unit
(chair)	20 seconds	1 unit
Wash furniture: (desk)	30 seconds	1 unit
(chair)	40 seconds	1 unit
Wash toilet (complete) (urinals, commodes, sinks)	25 minutes	4 units
Scrub floors (machine)	20 minutes	1,000
Spot carpet (stain)	60 minutes	20,000
Wet vacuum	25 minutes	1,000
Police carpeted area	3 hours	50,000
Police area	2 hours	50,000
DAILY CLEANING		
Vacuum carpet	20 minutes	1,000
Dust mop (sweep)	15 minutes	1,000
Wet mop	20 minutes	1,000
Dust furniture (table)	22 seconds	1 unit
(desk)	20 seconds	1 unit
(chair)	20 seconds	1 unit
(cabinet-medium)	60 seconds	1 unit
Wash water fountain	60 seconds	1 unit
Clean regular toilet (urinals, commodes, sinks)	20 minutes	4 units