

CAMPBELL BUILDING - Common Areas and Facilities Office		BUILDING 100				
		FREQUENCY				
SERVICE DESCRIPTION		Daily	Weekly	Monthly	Quarterly	Annual
<b>I</b>	<b>RESTROOM AREAS (basement and 1st fls)</b>					
1	Clean, sanitize, and polish all vitreous fixtures including toilet bowls, urinals, and sinks using a germicidal solution.	X				
2	Clean and sanitize both sides of every toilet seat with a germicidal detergent. <b>*NOTE: Seats to be left in the upright position.</b>	X				
3	Scour all vitreous fixtures including toilet bowls, urinals, and sinks with cleanser or pumice stone.		X			
4	Wash and disinfect all sinks and countertops using a non-	X				
5	Clean and polish all chrome fittings and bright work including flushometers and metal dispensers removing all buildup.	X				
6	Clean and polish all mirrors.	X				
7	Empty all trash containers to designated areas and insert liners	X				
8	All sanitary napkin receptacles will be properly handled, disinfected using a spray disinfectant, and the liner replaced.	X				
9	Clean and disinfect light switches, doors, frames, handles and push bars (both sides of door).	X				
10	Remove soil from doors, frames, light switches, handles, etc	X				
11	Dust and/or damp wipe all stall partitioning and walls.		X			
12	Wash or spot clean partition walls.	X				
13	Spot clean door kick & push plates, and the area immediately surrounding them.	X				
14	Refill all paper, soap, seat covers, and feminine product dispensers.	X				
15	Sweep, soap mop, and rinse clean tile floor with a disinfectant cleaner.	X				
16	Pour digester down each floor drain to reduce sewer gas odor.		X			
17	Dust door frames and ceiling vents		X			
18	Wipe pipes under sinks-clean vents		X			
19	Sweep and mop floors	X				
17	Vacuum or wipe with treated cloth (as appropriate) all window blinds				X	
<b>II</b>	<b>LOBBY &amp; OTHER COMMON AREAS, INCLUDING STAIRWELLS (basement and 1st fls)</b>					
1	Empty all wastebaskets and receptacles, change liners as needed.	X				
2	Clean inside and outside of all wastebaskets and receptacles.			X		
3	Spot clean inside and outside of all wastebaskets and receptacles as needed.	X				
4	Remove all waste material, including recyclable materials to designated area.	X				
5	Vacuum all carpeted areas using a filtered vacuum (or certified Hepa/ or better if requested by Agency), including mats at Credit Union entrance.	X				

Exhibit E - Task and Frequency Schedule  
Campbell - Common areas and Facilities Office

6	Vacuum/clean all overhead ventilation grills using a filtered vacuum (certified Hepa/or better) up to 10 ft.			X		
7	Detail Vacuum (Edges)			X		
8	Sweep and/or dust mop <u>and</u> wet mop all non carpeted flooring.	X				
9	Spot clean all carpeting (using approved Manufacturer process)		X			
10	Spot clean all spillage on hard surface flooring.	X				
11	Dust and clean thoroughly building directory, including all surrounding metal and trim.		X			
12	Dust all furniture, fixtures, telephones, computers and window sills.		X			
13	Dust and wipe as needed all low ledges, counters, sills, and moldings, thermostats, window frames etc located within ten (10) feet from the floor.		X			
14	Damp wipe and polish furniture tops as needed.		X			
15	Dust all chair bases, legs, rails, trim, etc.		X			
16	Wash and disinfect public/lobby phone.		X			
17	Sweep outside of all entrances and exits	X				
18	Dust all baseboards and remove stains, if possible			X		
19	Wash and sanitize all water fountains & coolers <u>including</u> upper and lower air vents.	X				
20	Keep janitorial closets and slop sink rooms in a clean and	X				
21	Keep service corridors in a clean and orderly condition.	X				
22	Keep storage closets, utility and telephone rooms in an orderly condition. No storage in utility/phone closets.	X				
23	Remove all fingerprints, smudges, etc. from all glass, brass surfaces, vinyl, metal and painted surfaces.	X				
24	Clean and disinfect light switches as well as interior and exterior door handles and push bars (both sides of door).	X				
25	Wash office and utility doors as necessary, using clear water or approved cleaner.			X		
26	Brush and/or vacuum all upholstered furniture, including chairs. Spot clean as needed.			X		
27	Dust fire extinguishers as well as interior and exterior of			X		
28	Clean Air Diffusers				X	
29	Spray buff all composition flooring using an Agent approved method; sweep and clean corners so as to remove buffing residue.		X			
<b>III OFFICE and CONFERENCE ROOM</b>						
1	Empty all wastebaskets and receptacles, change liners as needed.	X				
2	Clean inside and outside of all wastebaskets and receptacles.			X		
3	Spot clean inside and outside of all wastebaskets and receptacles as needed.	X				
4	Remove all waste material, including recyclable materials to designated area.	X				
5	Vacuum employee carpeted areas including under desks using a filtered vacuum (or certified Hepa/ or better if requested by agency).		3X			
6	Detail Vacuum (Edges)		X			

7	Spot clean all carpeting (using approved Manufacturer process)		X			
8	Dust mop (using an appropriate dust mop treatment) and/or sweep all composition flooring, being sure to remove all dirt	X				
9	Vacuum all carpeted floors - conference rooms.	X				
10	Wash and sanitize all water fountains & coolers <u>including</u> upper and lower air vents.	X				
11	Lightly dust office and desk equipment (i.e. telephones, typewriters, projectors, computers, etc.), all desk tops, countertops, credenzas, book shelves, file cabinet tops, and window sills- <b>*Contractor is not to touch or move items on desks!</b>		X			
12	Clean all tables and chairs.	X				
13	Wash and disinfect all phones.			X		
14	Spot clean glass in walls, doors, partitions, etc as well as any other miscellaneous glass surfaces.		X			
15	Spot clean scuff marks on bottom of office doors.				X	
16	Dust all window frames/sills.		X			
17	Dust all molding including above and below hand height.		X			
18	Spot clean and remove fingerprints and dirt smudges from around light switches and the portion of painted wall surfaces immediate surrounding them.	X				
19	Dust chairs.		X			
20	Dust miscellaneous stands, bookcases and shelves.		X			
21	Dust cabinets and files.		X			
22	Wipe vinyl baseboards to remove stains and dust.			X		
23	Dust pictures.			X		
24	Remove fingerprints and dirt smudges from all surfaces needing attention.		X			
25	Brush and/or vacuum all upholstered furniture, including chairs. Spot clean as needed.			X		
26	Spot wash all floor, wall, fixture, and office furniture surfaces needing attention.		X			
27	Vacuum/clean all overhead ventilation grills and exhaust grills using a filtered vacuum (or certified Hepa/ or better if			X		
28	Detail dust and damp wipe all low ledges, sills, counters, molding, a/c grills, thermostats, window frames, etc. (Do not remove thermostat covers) Up to 10 ft.			X		
29	Vacuum or wipe with treated cloth (as appropriate) all window blinds.				X	
30	Vacuum workstation partitions using a certified Hepa (or better) filtered vacuum.			X		
<b>IV ELEVATORS</b>						
1	Remove fingerprints	X				
2	Clean and polish all metal work		X			
3	Sweep and damp mop uncarpeted floors	X				
4	Clean and remove all debris from door tracks	X				
<b>V EXTERIOR</b>						
1	Empty all trash cans	X				
2	Empty all cigarette trays	X				

Exhibit E - Task and Frequency Schedule  
 Campbell - Common areas and Facilities Office

3	Clean bus shelters located at the main entrance to the Campbell Building and adjacent to the TVCCA Building, including wiping down glass walls, removal of debris on the ground, and emptying of trash cans.		X			
<b>VI</b>	<b>PERIODIC SERVICES</b>					
1	Stripping and waxing of all floors in the hallways and stairwells.					X
2	High dusting of all areas					X
3	Clean windows (inside and outside)					X
4	Carpet shampooing of all areas					X