

CAMPBELL PHELPS BUILDING - DSS		BUILDING 100				
SERVICE DESCRIPTION		FREQUENCY				
		Daily	Weekly	Monthly	Quarterly	Annual
I	RESTROOM AREAS (basement and 1st floor)					
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. *NOTE: Seats to be left in the upright position.	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-scratch cleanser.	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 as required.	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	
II	LOBBY & OTHER COMMON AREAS, INCLUDING STAIRWELLS (basement and 1st fls)					
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), including mats at Credit Union entrance.	X				
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 Manufacturer process & materials).		X			
10	Spot clean all spillage on hard surface flooring.	X				

11	Dust all furniture, fixtures, telephones, computers and window sills.		X			
12	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				
13	Damp wipe and polish furniture tops as needed.		X			
14	Dust all chair bases, legs, rails, trim, etc.		X			
15	Sweep outside of all entrances and exits	X				
16	Dust all baseboards and remove stains			X		
17	Wash and sanitize all water fountains & coolers <u>including</u> upper and lower air vents.	X				
18	Keep janitorial closets and slop sink rooms in a clean and orderly condition.	X				
19	Keep service corridors in a clean and orderly condition.	X				
20	Keep storage closets, utility and telephone rooms in an orderly condition. No storage in utility/phone closets.	X				
21	Remove all fingerprints, smudges, etc. from all glass, brass surfaces, vinyl, metal and painted surfaces.	X				
22	Clean and disinfect light switches as well as interior and exterior door handles and push bars (both sides of door).	X				
23	Wash office and utility doors as necessary, using clear water and cleaner.			X		
24	Brush and/or vacuum all upholstered furniture, including chairs. Spot clean as needed.			X		
25	Dust fire extinguishers as well as interior and exterior of extinguisher cabinet			X		
26	Clean air diffusers				X	
27	Spray buff all composition flooring; sweep and clean corners so as to remove buffing residue.		X			
III OFFICE and CONFERENCE ROOM						
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).		3X			
6	Detail Vacuum (Edges)		X			
7	Spot clean all carpeting (using Manufacturer process & materials).		X			
8	Dust mop (using a dust mop treatment) and/or sweep all composition flooring, being sure to remove all dirt from corners and edges.	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- *Contractor is not to touch or move items on desks!		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). Up to 10 ft.			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		
31	Vacuum or wipe with treated cloth (as appropriate) all window blinds.				X	
32	Vacuum workstation partitions using a certified Hepa (or better) filtered vacuum.			X		
IV	ELEVATORS					
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				
V	LUNCH AND BREAK ROOMS, KITCHENETTES					
1	Dust mop (using a dust mop treatment) and/or sweep all composition flooring, being sure to remove all dirt from corners and edges.	X				
2	Damp mop tile floors.	X				
3	Clean and wipe down sinks, countertops, and refrigerator handles with disinfectant.	X				
3	Empty all wastebaskets and receptacles, change liners.	X				
4	Spot clean all wastebaskets and receptacles as needed.	X				
5	Clean all waste baskets and receptacles			X		
6	Wash all tables and chairs.	X				
7	Refill all soap and paper dispensers	X				
8	Spray buff all composition flooring; sweep and clean corners so as to remove buffing residue.		X			
9	Defrost and clean interior and exterior as well as floor beneath and behind refrigerators in all employee lounges.				X	
VI	EXTERIOR					
1	Empty all trash cans	X				
2	Empty all cigarette trays	X				
VII	PERIODIC SERVICES					
1	Stripping and waxing of all floors in the hallways, kitchenettes, stairwells, and lobby.					X

Exhibit F - Task and Frequency Schedule
Campbell Phelps DSS

2	High dusting of all areas				X
3	Clean windows (inside and outside)				X
4	Carpet shampooing of all areas				X