

NURSES BUILDING		BUILDING 700				
		FREQUENCY				
SERVICE DESCRIPTION		Daily	Weekly	Monthly	Quarterly	Annual
I RESTROOM AREAS						
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			
II LOBBY						
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 walk-off mats at lobby entrance.	X				
6	Vacuum/clean all overhead ventilation grills using a filtered vacuum (certified Hepa/or better) up to 10 ft.			X		
7	Sweep and/or dust mop <u>and</u> wet mop all non carpeted flooring.	X				
8	Spot clean all spillage on hard surface flooring.	X				
9	Dust all furniture, fixtures, telephones, and window sills.		X			
10	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			
11	Damp wipe and polish furniture tops as needed.		X			
12	Dust all chair bases, legs, rails, trim, etc.		X			
13	Wash and disinfect public/lobby phone.		X			
14	Sweep outside of all entrances and exits	X				
15	Dust all baseboards and remove stains.			X		
16	Wash and sanitize all water fountains & coolers including upper and lower air vents.	X				
17	Keep janitorial closets and slop sink rooms in a clean and orderly condition.	X				
18	Keep storage closets, utility and telephone rooms in an orderly condition. No storage in utility/phone closets.	X				
19	Remove all fingerprints, smudges, etc. from all glass, brass surfaces, vinyl, metal and painted surfaces.	X				
20	Clean and disinfect light switches as well as interior and exterior door handles and push bars (both sides of door).	X				
21	Wash office and utility doors as necessary, using clear water and cleaner.			X		
22	Brush and/or vacuum air uphoistered furniture, including chairs. Spot clean as needed.			X		
23	Dust fire extinguishers as well as interior and exterior of extinguisher cabinet			X		
24	Clean air diffusers				X	
25	Spray buff all composition flooring; sweep and clean corners so as to remove buffing residue.		X			
VI EXTERIOR						
1	Empty all trash cans	X				

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2	Empty all cigarette trays	X				
3	Clean bus shelter located at Route 32, including wiping down glass walls, removal of debris on the ground, and emptying the trash can.		X			
VII PERIODIC SERVICES						
1	Stripping and waxing of all composition flooring.					X
2	High dusting of all areas					X
3	Clean windows (inside and outside)					X