

SMHA BRIEF CARE-including WEEKDAYS & SATURDAY,SUNDAY & HOLIDAYS					
SERVICE DESCRIPTION		FREQUENCY			
		Daily	Sat, Sun Holidays	Weekly	Monthly
I	COMMON AREAS				
1	Empty all wastebaskets and receptacles, change liners as needed.	X	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 wastepaper and waste material to designated area.	X	X		
5	Sweep all flooring using approved dust down preparations; damp mop all flooring in entrance foyers and hallways.	X	X		
6	Vacuum all carpeted areas using a filtered vacuum (or certified Hepa/ or better if requested by agency).		X	X	
7	Detail vacuum (edges)				X
8	Spot clean all carpeting (using approved Manufacturer process & materials).			X	
9	Dust all furniture including vinyl, or plastic chairs, fixtures, telephones, computers, and window sills			X	
10	Dust all furniture tops, damp wipe and polish as needed.			X	
11	Dust all chair bases, legs, rails, trim, etc.			X	
12	Dust all baseboards and remove stains				X
13	Wash and sanitize all water fountains & coolers <u>including</u> upper and lower air vents.	X	X		
14	Keep janitorial closets and slop sink rooms in a clean and orderly condition.	X	X		
15	Keep service corridors on each floor, including lobby floor, in a clean and orderly condition.	X	X		
16	Keep storage closets, utility and telephone rooms in an orderly condition. No storage in utility/phone closets.	X	X		
17	Dust clothing closets, shelving and coat racks.			X	
18	Remove all fingerprints, smudges, etc. from all glass, surfaces, vinyl, metal and painted surfaces.	X	X		
19	Clean and disinfect light switches as well as interior and exterior door handles and push bars (both sides of door).	X	X		
20	Wash office and utility doors as necessary, using clear water or approved cleaner.	X	X		
21	Damp mop tile floor (or vacuum if carpeted).	X	X		
22	Brush and/or vacuum all upholstered furniture, including chairs. Spot clean as needed.			X	
23	Spray buff all composition flooring using an Agent approved method; sweep and clean corners so as to remove buffing residue.			X	
24	Dust fire extinguishers as well as interior and exterior or extinguisher cabinet				X
25	Clean air diffusers				X
26	Wash and disinfect all public/lobby phones	X	X		
27	Empty, wipe down exterior trash containers with an approved cleaner and replace liner.			X	
II	CLIENT ROOMS (including offices/conference/TV/laundry, and admission)				
1	Empty all wastebaskets/receptacles, change liners. Use wax lined paper bag provided by SMHA.	X	X		
2	Clean inside and outside of all wastebaskets and receptacles.				X

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3	Spot clean inside and outside of all wastebaskets and receptacles as needed.	X	X		
4	Remove all waste material, including recyclable materials to designated area.	X	X		
5	Vacuum employee carpeted areas including under and around desks using a filtered vacuum (or certified Hepa/ or better if requested by agency).			2X	
6	Clean under and behind washer and dryers. Appliances will be moved by SMHA maintenance staff.				X
7	Detail vacuum (edges)				X
8	Spot clean all carpeting (using approved Manufacturer process & materials).			X	
9	Dust mop (using an appropriate dust mop treatment) and/or sweep all composition flooring, being sure to remove all dirt from corners and edges.	X	X		
10	Mop all non carpeted flooring	X	X		
11	Wash and sanitize all water fountains & coolers <u>including</u> upper and lower air vents.	X	X		
12	Spot clean all glass entrance doors.	X	X		
13	Lightly dust office and desk equipment (i.e. telephones, typewriters, projectors, computers, etc.), all desk tops, countertops, credenzas, book shelves, and file cabinet tops. *Contractor is not to touch or move items on desks.			X	
14	Clean all tables and chairs.	X	X		
15	Spot clean glass in all doors, as well as any other miscellaneous glass surfaces.			X	
16	Spot clean bottom of office doors where scuffed.			X	
17	Dust all window frames/sills.			X	
18	Dust all molding including above and below hand height.			X	
19	Spot clean, remove fingerprints and dirt smudges, and disinfect around light switches and the portion of painted wall surfaces immediate surrounding them.	X	X		
20	Dust chairs.			X	
21	Dust miscellaneous stands, bookcases and shelves.			X	
22	Dust cabinets, files and safes.			X	
23	Wipe vinyl baseboards to remove stains and dust.				X
24	Dust pictures.			X	
25	Remove fingerprints and dirt smudges from all surfaces needing attention.			X	
26	Brush and/or vacuum all upholstered furniture, including chairs. Spot clean as needed.				X
27	Spot wash all floor, wall, fixture, and office furniture surfaces needing attention.			X	
28	Vacuum all overhead ventilation grills and exhaust grills using a filtered vacuum (or certified Hepa/ or better if requested by agency). Up to 10 ft.				X
29	Detail dust and damp wipe all high ledges, sills, molding, a/c grills, thermostats, window frames, etc. (Do not remove thermostat covers) Up to				X
30	Vacuum or wipe with treated cloth (as appropriate) all window blinds.				X

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31	Spot clean glass in all wall, partition, as well as any other miscellaneous glass surfaces.			X	
III RESTROOMS (common areas and client rooms)					
1	Clean and sanitize showers.		X		
2	Clean, sanitize, and polish all vitreous fixtures including toilet bowls, both sides of toilet seats, urinals, and sinks using a germicidal solution.		X		
3	Clean and sanitize both sides of every toilet seat with a germicidal detergent. *NOTE: Seats to be left in the upright position		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. Use wax lined paper bag provided by SMHA.		X		
8	All sanitary napkin receptacles will be properly handled, disinfected using an approved spray disinfectant, and replace liner.		X		
9	Remove spots, stains, and splashes from all wall areas.		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-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 an approved disinfectant cleaner.		X		
16	Pour one digester down each floor drain to reduce sewer gas odor.			X	
17	Machine scrub tile floors using clean rinse water for each bathroom.				
18	Scrub all tile walls; wipe clean leaving no water marks.				X
19	Dust light fixtures and wipe aluminum parabolic lenses.				X
20	High dust all surfaces.				X
21	Plunge toilets to remove clogs as needed.	X	X		
22	Vacuum all overhead ventilation and exhaust grills using a filtered vacuum (or certified Hepa/ or better if requested by agency). Spot clean as needed to remove built-up dust and dirt. Up to 10 ft.			X	
IV LOBBY AND FOYERS					
1	Empty all wastebaskets and receptacles, change liners as needed. Use wax lined paper bag provided by SMHA.	X	X		
2	Spot clean inside and outside of all wastebaskets and receptacles as needed	X	X		
3	Remove wastepaper and waste material to designated area.	X	X		
4	Vacuum all carpeted areas using a filtered vacuum (certified Hepa/or better if requested by agency) , including mats at vestibule entrance.	X	X		
5	Sweep and/or dust mop <u>and</u> wet mop all composition flooring.	X	X		
6	Spray buff, to a high gloss, all composition flooring using an Agent approved method; sweep and clean corners so as to remove buffing residue.			2X	
7	Spot clean all spillage on hard surface flooring.	X	X		

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8	Clean door glass and handles (both sides) use disinfectant on handles and push bars at entrances.	X	X		
9	Dust and clean thoroughly Building Directory, including all surrounding metal and trim.	X			
10	Clean metal trim surrounding the entrances up to 10 ft.	X			
11	Dust all high ledges, sills, and moldings located ten (10) feet from floor and above.			X	
12	Dust and wipe as needed all low ledges, counters, sills, and moldings up to 10 ft..			X	
13	Vacuum all overhead ventilation and exhaust grills using a filtered vacuum (certified Hepa/or better if requested by agency) up to 10 ft.				X
V	LUNCH ROOM / KITCHEN / DINING ROOM AREA				
1	Dust mop (using an appropriate dust mop treatment) and/or sweep all composition flooring, being sure to remove all dirt from corners and edges.	X	X		
2	Damp mop tile floor, wipe down with disinfectant sinks and counter tops.	X	X		
3	Empty all wastebaskets and receptacles, change liners.	X	X		
4	Remove all waste material, including recyclable materials to designated area.	X	X		
5	Wash all tables and chairs	X	X		
6	Refill all soap and paper dispensers	X	X		
7	Clean out refrigerators in all employee lounges on all the floors every FRIDAY. Signs are to be posted instructing employees to remove all items.			X	
8	Clean under and behind refrigerators. Appliances will be moved by SMHA maintenance staff.				
9	Defrost and clean interior and exterior of refrigerators in all lounges.				
VI	CORRIDORS				
1	Empty all wastebaskets and receptacles, change liners as needed.	X	X		
2	Spot clean inside and outside of all wastebaskets and receptacles as needed.	X	X		
3	Remove all waste material, including recyclable materials to designated area.	X	X		
4	Sweep and/or dust mop <u>and</u> wet mop all composition flooring.	X	X		
5	Vacuum all carpeted areas using a filtered vacuum (or certified Hepa/ or better if requested by agency).	X	X		
6	Spot clean all carpeting (using approved Milliken process & materials).	X			
7	Wash and sanitize all water fountains & coolers <u>including</u> upper and lower air vents.	X	X		
8	Spot clean all vinyl wall surfaces.	X			
9	Spot clean doors and door frames.	X	X		
10	Dust baseboards and wipe to remove stains.				X
11	Wipe doors and frames with treated cloth.			X	
12	Spray buff all composition flooring using an Agent approved method; sweep and clean corners so as to remove buffing residue.			X	