

SMHA (excluding Brief Care)					
SERVICE DESCRIPTION		FREQUENCY			
		Daily	Weekly	Monthly	Quarterly
I	COMMON AREAS				
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	Sweep all flooring using approved dust down preparations; damp mop all flooring in entrance foyers and hallways.	X			
6	Vacuum all carpeted areas using a filtered vacuum (or certified Hepa/ or better if requested by agency).	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, if possible			X	
13	Wash and sanitize all water fountains & coolers including upper and lower air vents.	X			
14	Keep janitorial closets and slop sink rooms in a clean and orderly condition.	X			
15	Keep service corridors in a clean and orderly condition.	X			
16	Keep storage closets, utility and telephone rooms in an orderly condition. No storage in utility/phone closets.	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			
19	Clean and disinfect light switches as well as interior and exterior door handles and push bars (both sides of door).	X			
20	Wash office and utility doors as necessary, using clear water or approved cleaner.		X		
21	Wet Mop all non carpeted floors	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 of extinguisher cabinet			X	
25	Clean Air Diffusers				X
26	Wash and disinfect all public/lobby phones.		X		
27	Empty exterior trash containers and replace liner.		X		

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		Daily	Weekly	Monthly	Quarterly
28	Empty, wipe down exterior trash containers with an approved cleaner and replace liner.		X		
II	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 if requested by agency).		3X		
6	Detail Vacuum (Edges)		X		
7	Spot clean all carpeting (using approved Manufacturer process & materials).		X		
8	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			
9	Vacuum all carpeted floors - conference rooms.	X			
10	Wash and sanitize all water fountains & coolers including upper and lower air vents.	X			
11	Spot clean all glass doors.	X			
12	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		
13	Clean all tables and chairs.	X			
14	Put tables and chairs away as instructed by client agency	X			
15	Wash and disinfect all phones.			X	
16	Spot clean glass in doors, partitions, etc as well as any other miscellaneous glass surfaces.		X		
17	Spot clean scuff marks on bottom of office doors.				X
18	Dust all window frames/sills.		X		
19	Dust all molding including above and below hand height.		X		
20	Spot clean and remove fingerprints and dirt smudges from around light switches and the portion of painted wall surfaces immediate surrounding them.	X			
21	Dust chairs.		X		
22	Dust miscellaneous stands, bookcases and shelves.		X		
23	Dust cabinets and files.		X		
24	Wipe vinyl baseboards to remove stains and dust.			X	
25	Dust pictures.		X		

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26	Remove fingerprints and dirt smudges from all surfaces needing attention.		X		
27	Brush and/or vacuum all upholstered furniture, including chairs. Spot clean as needed.			X	
28	Spot wash all floor, wall, fixture, and office furniture surfaces needing attention.		X		
29	Vacuum/clean 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	
30	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	Detail dust and damp wipe all low ledges, sills, counters, molding, thermostats, window frames, etc. (Do not remove thermostat covers) Up to 10 ft.			X	
32	Vacuum or wipe with treated cloth (as appropriate) all window blinds.				X
III RESTROOMS					
1	Clean, sanitize, and polish all vitreous fixtures including toilet bowls, both sides of toilet seats, urinals, sinks, and showers (as needed) 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 replace liner.	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			

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		Daily	Weekly	Monthly	Quarterly
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	Machine scrub tile floors using clean rinse water for each bathroom.				X
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	Vacuum/clean all overhead ventilation grills using a filtered vacuum (or certified Hepa/ or better if requested by agency). Spot clean as needed to prevent the build-up dust and dirt up to 10 ft.		X		
22	Clean and disinfect showers in public restrooms as needed	X			
23	Plunge toilets to remove clogs as needed	X			
IV	LOBBY and FOYERS				
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 (certified Hepa/or better if requested by agency) , including mats at vestibule entrance.	X			
6	Sweep and/or dust mop <u>and</u> wet mop all non carpeted flooring.	X			
7	Spray buff, to a high gloss, all composition flooring; sweep and clean corners so as to remove buffing residue.		2X		
8	Spot clean all spillage on hard surface flooring.	X			
9	Clean and disinfect light switches as well as interior and exterior door handles and push bars (both sides of door).	X			
10	Dust and clean thoroughly building directory, including all surrounding metal and trim.	X			
11	Clean metal trim surrounding the entrances.	X			
12	Dust all high ledges, sills, a/c grills, and moldings located ten (10) feet from floor and above.	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	Wash and disinfect public/lobby phone.		X		
15	Sweep outside of all entrances and exits	X			

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16	Clean tables and chairs.	X			
17	Spray buff all composition flooring using an Agent approved method; sweep and clean corners so as to remove buffing residue.		2X		
18	Vacuum/clean all overhead ventilation grills using a filtered vacuum (certified Hepa/or better if requested by agency) up to 10 ft.			X	
V	LUNCH AND BREAK ROOMS, KITCHENETTES				
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			
2	Damp mop tile floor, wipe down with disinfectant sinks and counter tops.	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	Reposition clean tables and chairs or put away as instructed	X			
8	Refill all soap and paper dispensers	X			
9	Spray buff all composition flooring using an Agent approved method; sweep and clean corners so as to remove buffing residue.		X		
10	Clean counter top, sink and microwave, refrigerator handles.	X			
11	Defrost and clean interior and exterior as well as floor beneath and behind refrigerators in all employee lounges.				X
VI	CORRIDORS				
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	Sweep and/or dust mop <u>and</u> wet mop all composition flooring.	X			
6	Vacuum all carpeted areas using a filtered vacuum (or certified Hepa/ or better if requested by agency).	X			
7	Spot clean all carpeting (using approved Milliken process & materials).	X			
8	Wash and sanitize all water fountains & coolers <u>including</u> upper and lower air vents.	X			
9	Spot clean all wall surfaces.	X			
10	Spot clean doors and door frames.	X			
11	Dust baseboards and wipe to remove stains.			X	

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		Daily	Weekly	Monthly	Quarterly
12	Wipe doors and frames with treated cloth.		X		
13	Spray buff all composition flooring using an Agent approved method; sweep and clean corners so as to remove buffing residue.		X		
VII	Periodic Services				
1	Cleaning stoves, ovens, microwaves, or dishwashers.		X		
2	Vacuum workstation partitions using a certified Hepa (or better) filtered vacuum.		X		