

SERVICE DESCRIPTION		FREQUENCY			
		DAILY	WEEKLY	MONTHLY	QUARTERLY
I	GENERAL HOUSEKEEPING-COMMON AREAS				
1	Empty all wastebaskets and receptacles, change liners as needed.	X			
2	Spot clean all wastebaskets and receptacles as needed.	X			
3	Remove wastepaper and waste material to designated area.	X			
4	Sweep all flooring using approved dust down preparations; damp mop all flooring in entrance foyers.	X			
5	Vacuum all carpeted areas using a certified Hepa (or better) filtered vacuum.	X			
6	Spot clean all carpeting.	X			
7	Clean all cigarette urns, replace sand if needed, and sweep smoking area.	X			
8	Dust all furniture including vinyl, plastic, or leather covered chairs, fixtures, telephones, and window sills		X		
9	Dust all chair rails, trim, window blinds, etc.			X	
10	Dust all baseboards and remove stains, if possible		X		
11	Wash and sanitize all water fountains & coolers <u>including</u> upper and lower air vents.		X		
12	Keep janitorial closets and slop sink rooms in a clean and orderly condition.	X			
13	Keep storage closets, utility and telephone rooms in an orderly condition. No storage in utility/phone closets.	X			
14	Remove all fingerprints, smudges, etc. from all glass, brass surfaces, vinyl, metal and painted surfaces	X			
15	Damp mop tile floor (or vacuum if carpeted), wipe down sinks and counter tops.	X			
16	Brush and/or vacuum all upholstered furniture, including chairs. Spot clean as needed.			X	
II	GENERAL HOUSEKEEPING-TENANT OFFICE CLEANING				
1	Empty all wastebaskets and receptacles, change liners as needed.	X			
2	Spot clean all wastebaskets and receptacles as needed.	X			
3	Remove all waste material, including recyclable materials to designated area.	X			
4	Vacuum employee carpeted areas using a certified Hepa (or better) filtered vacuum. BI-WEEKLY		X2		
5	Vacuum common area carpeted areas using a certified Hepa (or better) filtered vacuum. BI-WEEKLY		X2		
6	Spot clean all carpeting (using approved Manufacturer process & materials).	X			
7	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		
8	Spot mop stains and spillage on all composition flooring.	X			
9	Wash and sanitize all water fountains & coolers <u>including</u> upper and lower air vents.	X			
10	Spot clean all glass entrance doors.	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 glass tops. *Contractor is not to touch or move items on desks.		X		
12	Spot clean glass in all interior window, door, wall, partition, as well as any other miscellaneous glass surfaces.		X		
13	Spot clean bottom of office doors where scuffed.		X		
14	Dust all window frames.		X		
15	Dust all molding including above and below hand height.		X		
16	Spot clean and remove fingerprints and dirt smudges from around light switches and the portion of painted wall surfaces immediate surrounding them.	X			
17	Dust chairs.			X	
18	Dust miscellaneous stands, bookcases, shelves and window blinds.			X	
19	Dust cabinets, files and safes.			X	
20	Wipe vinyl baseboards to remove stains and dust.		X		

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		DAILY	WEEKLY	MONTHLY	QUARTERLY
21	Dust pictures.		X		
22	Remove fingerprints and dirt smudges from all surfaces needing attention.	X			
23	Wipe clean all telephones using a sanitizing solution. Include Conference Room (DAILY)	X			
24	Brush and/or vacuum all upholstered furniture, including chairs. Spot clean as needed.				X
25	Dust all overhead light fixtures.				X
26	Vacuum all overhead ventilation grills using a certified Hepa (or better) filtered vacuum.				X
27	Detail dust and damp wipe all high ledges, sills, molding, a/c grills, thermostats, window frames, etc. (Do not remove thermostat covers)			X	
28	Vacuum or wipe with treated cloth (as appropriate) all window blinds.			X	
29	Spot clean glass in all interior window, door, wall, partition, as well as any other miscellaneous glass surfaces.			X	
III RESTROOMS					
1	Clean, sanitize, and polish all vitreous fixtures including toilet bowls, both sides of toilet seats, 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	Wash and disinfect all sinks and countertops using a non-scratch cleanser.	X			
4	Clean and polish all chrome fittings and bright work including flushometers and metal dispensers removing all buildup.			X	
5	Clean and polish all mirrors.	X			
6	Empty all trash containers to designated areas and insert liners as required.	X			
7	All sanitary napkin receptacles will be properly handled, disinfected using an approved spray disinfectant, and a new liner used.	X			
8	Remove spots, stains, and splashes from all wall areas.	X			
9	Remove soil from doors, frames, light switches, handles, etc	X			
10	Dust and/or damp wipe all stall partitioning and walls.			X	
11	Spot clean door kick & push plates, and the area immediately surrounding them.	X			
12	Refill all paper, soap, and feminine product dispensers. Store extra toilet paper, paper towels in staff bathroom cabinet	X			
13	Sweep, soap mop, and rinse clean tile floor with an approved disinfectant cleaner. *NOTE: Fresh mop water solution must be used on each floor!	X			
14	Scrub all tile walls; wipe clean leaving no water marks.		X		
15	Dust and wipe light fixtures.			X	
16	Vacuum all overhead ventilation grills using a certified Hepa (or better) filtered vacuum. Spot clean as needed to remove built-up dust and dirt.			X	
IV EMERGENCY EGRESS STAIRS					
1	Clean stairs and stairwells, internal and external cleaning up cigarette butts in stair area.	X			
2	Wet mop all stairs.		X		
3	Wipe clean with a damp cloth all stair handrails.		X		
V ADDITIONAL ITEMS					
1	Replace Light Bulbs as needed	X			
2	Damp mop mats under desk chairs		X		
3	Recycle materials including white paper		X		
4	Vacuum fabric partitions				X
5	Vacuum under desk mats				X
6	Flush out all drains			X	
7	Stock a supply of toilet paper and paper towels in staff bathroom, with main supply in janitor storage closet	X			
VI ON-DEMAND					
1	Clean inside of windows (Spring/Fall) On-Demand				On-Demand