

	TASK AND FREQUENCY SCHEDULE	FREQUENCY				
		DAILY	WEEKLY	MONTHLY	QUARTERLY	ANNUAL
I	OFFICE AREAS, LOBBIES, VISITING AREAS					
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 recyclables to designated area. Bulk trash and recyclables such as car seats, cardboard boxes, etc may be required to be disposed of in a separate container.	X				
4	Vacuum carpeted areas using a certified HEPA filtered vacuum	X				
5	Spot clean all carpeting (using carpet manufacturer approved process & materials)	X				
6	Dust mop and/or sweep all composition flooring, being sure to remove all dirt from corners and edges	X				
7	Sweep, soap mop and rinse clean all composition flooring using a disinfectant cleaner. Note: Fresh mop water solution must be used on each floor.	X				
8	Wash and sanitize all water fountains and coolers including upper and lower air vents	X				
9	Spot clean all glass entrance doors.	X				
10	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! Employees may request additional dusting or cleaning.		X			
11	Spot clean glass in all interior window, door, wall, partition, as well as any other miscellaneous glass surfaces	X				
12	Dust all window frames and window sills		X			
13	Dust all molding including above and below hand height		X			
14	Spot clean and remove fingerprints and dirt smudges from around doors, door frames, door handles and light switches and the portion of painted wall surfaces immediately surrounding them;		X			
15	Dust chairs		X			
16	Dust miscellaneous stands, bookcases and shelves		X			
17	Dust cabinets, files and safes		X			
18	Wipe vinyl baseboards to remove stains and dust			X		
19	Brush and/or vacuum all upholstered furniture including chairs. Spot clean as necessary.			X		
20	Spot wash all floor, wall, fixture and office furniture surfaces needing attention.				X	
21	Dust all overhead light fixtures.				X	

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22	Detail dust and damp wipe all ledges, sills, molding, a/c grills, thermostats, window frames, etc. Do not remove thermostat covers.				X	
23	Vacuum or wipe with treated cloth (as appropriate) all window blinds.				X	
24	Spray buff, to a high gloss, all composition flooring using a Client Agency approved method; sweep and clean corner so as to remove buffing residue		X			
25	Clean and sanitize all vinyl, wood or plastic furniture in visiting rooms and reception area, vacuum and spot clean any upholstered furniture.	X				
II	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 disinfectants and a new liner used.	X				
8	Remove spots, stains and splashed 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	Wash or spot clean partition walls.	X				
12	Spot clean door kick and push plates, and the area immediately surrounding them.	X				
13	Refill all paper, soap and feminine product dispensers.	X				
14	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				
15	Pour one (1) gallon MINIMUM of water down each floor drain to reduce sewer gas odor.		X			
16	Machine scrub tile floors using clean rinse water for each bathroom. NOTE: Client Agency may request that the floors be stripped and sealed with a Client Agency approved product on an as needed basis.				X	

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		DAILY	WEEKLY	MONTHLY	QUARTERLY	ANNUAL
17	Scrub all tile walls, wipe clean leaving no water marks.				X	
18	Dust light fixtures and wipe aluminum parabolic lenses.				X	
19	High dust all surfaces.			X		
III	KITCHEN AND BREAK AREAS					
1	Sweep, soap mop and rinse clean all composition flooring using a Client Agency approved disinfectant cleaner. Note: Fresh mop water solution must be used on each floor.	X				
2	Wipe down all lunch tables and chairs.	X				
3	Spray buff, to a high gloss, all composition flooring using a Client Agency approved method; sweep and clean corner so as to remove buffing residue.		X			
4	Clean and sanitize all countertops, sinks, appliances (exterior only), sinks, etc.	X				
IV	THE FOLLOWING ITEMS ARE TO BE PRICED SEPARATELY THE INDICATED FREQUENCIES ARE ONLY ESTIMATES.					
1	Shampoo carpeted areas in office					X
2	Perform high dusting				X	
3	Vacuum all HVAC vents				X	
4	Strip and wax tiled floors				X	