

SERVICE DESCRIPTION		FREQUENCY		
		DAILY	WEEKLY	MONTHLY
I HOTEL ROOMS/COTTAGE BEDROOMS - BUILDINGS 1, 32, 53 AND 212				
1	Ensure lock is working properly.	X		
2	Change bed linens and make bed.	X		
3	Place folded towels on vanity area.	X		
4	Place folded bathmats on top of towels.	X		
5	Place folded facecloth on vanity counter in corner.	X		
6	Place bar of soap, shampoo, conditioner on facecloth.	X		
7	Dust clock radio/ensure radio is turned off/correct time.	X		
8	Dust all drawers/cabinets inside and outside. (Any clothes/personal items or electrical equipment found report/give to Client Agency Designee).	X		
9	Dust television (ensure television is off and remote is accounted for.)	X		
10	Dust all other surfaces (A/C, lamp, etc.)	X		
11	Shut A/C off/turn heat to low.	X		
12	Clean windows and leave drapes open.	X		
13	Clean sink, counter, mirror, discard any unused items.	X		
14	Clean inside and outside microwave.	X		
15	Clean inside and outside refrigerator, discard any items left in the refrigerator.	X		
16	Empty and clean coffee pot and filter.	X		
17	Replace amenities (cups, coffee, sugar packets, etc.)	X		
18	Ensure room safe is in the open position.	X		
19	Ensure safe batter is operational.	X		
20	Clean shower, discard used soap, leave curtain closed.	X		
21	Clean toilet bowl inside and outside and close lid.	X		
22	Replace toilet paper leaving an extra roll on top of toilet tank.	X		
23	Wipe bathroom heater.	X		
24	Empty waste receptacle and replace liner.	X		
25	Ensure all lamps and lighting fixtures are operational.	X		
26	Swipe and mop bathroom floor.	X		
27	Vacuum carpet.	X		
28	Dust wall and ceiling vents.		X	
29	Clean doors and wall tile.		X	
30	Wipe lint off dispensers.		X	
31	Spot cleaning of carpet as needed.		X	
II RESTROOMS, LOCKER ROOMS AND SHOWERS - BUILDINGS 1, 32, 53 AND 212				
1	Empty all wastebaskets, diaper pails and receptacles, change liners.	X		
2	Thoroughly clean and disinfect toilets and urinals.	X		
3	Thoroughly clean and disinfect shower rooms and dressing rooms.	X		
4	Restock dispensers: soap, paper towel, toilet tissue and sanitary napkins.	X		
5	Clean mirrors; clean and disinfect urinals and stools; clean basins; polish stainless steel and chrome surfaces.	X		

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6	Spot wash walls, lockers and partitions.	X		
7	Dust mop and wet mop floors with disinfectant solution.	X		
8	Damp clean and polish partitions thoroughly.		X	
9	Pour at least one gallon of water down floor drains.		X	
10	Dust wall and ceiling vents.		X	
11	Clean doors and wall tile.		X	
12	Wipe lint off of dispensers.		X	
13	Check lockers and empty contents as needed.			X
III FITNESS CENTER BUILDING 58 and FITNESS AREA IN BUILDING 212				
1	Sweep and mop flooring.		X	
2	Mop with floor cleaner.		X	
3	Wipe equipment with sanitizer.		X	
4	Clean and polish mirrors.		X	
5	Spray buff tiled floors; remove scuffmarks.		X	
6	Empty waste receptacles and replace liners.		X	
IV COMMON AREA - KITCHEN AND LIVINGROOM (449 SQUARE FEET) BUILDING 53				
1	Empty waste receptacles and replace liners.	X		
2	Clean table tops and countertops with disinfectant.	X		
3	Vacuum carpeted areas thoroughly.	X		
4	Dust mop and wet mop floors with disinfectant solution.	X		
5	Dust television (ensure television is off and remote is accounted for.)	X		
6	Dust all other surfaces (A/C, lamp, etc.)	X		
7	Ensure all lamps and lighting fixtures are operational.	X		
8	Clean inside and outside microwave.	X		
9	Clean inside and outside refrigerator, discard any items left in the refrigerator.	X		
10	Empty and clean coffee pot and filter.	X		
11	Replace amenities (cups, coffee, sugar packets, etc.)	X		
12	Clean windows and leave drapes open.	X		
V COMMON AREA - LOUNGE AREAS (1,493 SQUARE FEET) BUILDING 32 AND 212				
1	Empty waste receptacles and replace liners.	X		
2	Clean table tops with disinfectant.		X	
3	Vacuum carpeted areas thoroughly.		X	
VI COMMON AREA - HALLWAYS (933 SQUARE FEET) BUILDING 32 AND 212				
1	Wipe down drinking fountains with disinfectant.	X		
2	Spot cleaning of carpet as needed.		X	
3	Polish with stainless cleaner drinking fountains as needed.		X	
4	Vacuum carpet thoroughly.	X		
VII COMMON AREA - TWO (2) STAIRWELLS BUILDING 32 AND 212				
1	Sweep flooring.		X	
2	Mop with floor cleaner.			X
VIII LAUNDRY ROOMS - BUILDING 27 AND 212				
1	Sweep and mop floor.		X	
2	Clean washers and dryers inside and outside (cleaning lint traps).		X	
3	Empty waste receptacle and replace liner.		X	

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4	Any clothes/personal items or electrical equipment found report/give to Client Agency Designee.		X	
5	Wipe down folding tables.		X	
IX ON-DEMAND				
1	High dusting and dust window blinds		On-Demand	
2	Clean light lenses and light fixtures		On-Demand	
3	Dry Chemical clean carpets.		On-Demand	
4	Powerwash/Powervac showers.		On-Demand	
5	Additional Work		On-Demand	
6	Housekeeping Aide		On-Demand	