

## **Nightly Cleaning Schedule**

Entrances – Reception Area – Hallways – Offices  
Conference Rooms – Lunch Rooms – Common Areas

- Spot clean horizontal surfaces for removal of spillage, marks and coffee rings.
- Empty all trash receptacles and remove trash to a collection point.
- Clean and sanitize drinking fountain(s).
- Clean fingerprints and smudges from entrance glass and entry doors.
- Spot clean fingerprints and smudges from partition glass and walls.
- Sweep all hard surface floors with chemically treated mop head.
- Mop hard surface floors to remove stains or spillage marks.
- Vacuum all carpeted area walkways.

### **Restrooms**

- Empty trash receptacles and wash, if necessary.
- Empty sanitary napkin receptacle and spray with disinfectant.
- Disinfect door handles, partition handles and light switches.
- Clean all dispensers, mirrors and fixtures.
- Clean and disinfect sinks, toilets, toilet seats and urinals.
- Spot clean walls and partitions to remove smudges and graffiti.
- Restock all paper products and hand soap.
- Sweep and mop floor with disinfectant.

## **Weekly Cleaning Schedule**

- Wipe clean all telephone receivers and dust the bases.
- Vacuum all carpeted areas wall to wall.
- Thoroughly mop all hard surface floors.
- Polish all drinking fountains.

### **Restrooms**

- Clean and sanitize the outside of trash receptacles and dispensers.
- Polish all dispensers, mirrors, and bright work.
- High dust tops of doors, partitions, mirrors and air vents.
- Clean and sanitize restroom partitions and walls around toilets and urinals.

## Monthly Cleaning Schedule

- Thoroughly dust all vertical surfaces of office furniture, including desks, tables, chairs and file cabinets.
- High dusting of air vents, tops of doors, door frames, ceiling corners and edges.
- Dust all baseboards.
- Vacuum upholstered furniture to remove dust and lint.
- Vacuum carpet edges and corners along walls and partitions.
- Polish office furniture, desks, shelves (with furniture polish).
- Clean spots/smudges from walls.

### Service:

Will provide labor, equipment and supervision. Will manage inventory of all supplies, paper products, hand soap and trash liners.

#### **Days per week serviced: 5**

All surfaces of desks, counters and tables should be cleared of all items, otherwise proper cleaning can not be performed. In instances where items are present on these surfaces, cleaners will not disturb or move any items. Clear areas only will be cleaned. All office machinery, including computers should be turned off by users. If they are not off, a light dusting will be provided and keyboards will not be cleaned.

### Includes:

Buff tiles 1x/month in Employee Lunch Room

## Additional Services upon Request

Carpet: Extraction

Hard Surface Floors: Strip and Wax

Window Cleaning: Inside and Out

Marble: Crystallization

### Service:

Will provide all chemicals, equipment, labor and supervision and will manage the local inventory of all supplies.