



DAILY CLEANING TASKS

General

- Turn off all lights except those to be left on, close windows and lock all doors, report evacuation of building to security organization
- Review/check communication log
- Remove all cobwebs
- Vacuum all carpet daily
- Empty receptionist wastebasket and recycling, then replace with new liners and transport trash/recycling to designated area for removal

Main Entrance/Lobby

- Dust and damp clean reception workstation and lobby furniture
- Clean and sanitize reception telephone
- Clean and remove all finger marks from all entry doors, inside vestibule door glass, and all lobby and corridor interior glass partitions daily
- Remove finger marks from all painted walls
- Clean metal bright work, including baseboard unit, window frames, etc.
- Dust mop and damp mop hard surface flooring
- Vacuum floor mats daily
- Empty smoking urns at front and rear door

Private Offices/Conference Rooms/Suites

- Spot clean soils and stains on carpeted and resilient floors
- Dust mop and damp mop hard surface flooring
- Vacuum all carpeted areas using a high efficiency triple filter vacuum cleaner
- Wipe bases of conference room chairs and wipe clean all door glass
- Dust and damp wipe desks, chairs, conference tables, end tables, and glass desktops and tabletops
- Remove soil marks from laminate desks that are clear of papers and other work items
- Dust all exposed filing cabinets, bookcases, and shelves
- Dust, clean, and sanitize all telephones



DAILY CLEANING TASKS

Private Offices/Conference Rooms/Suites (cont'd)

- Clean and sanitize fountains/water coolers, and empty any excess water
- Low dust all horizontal surfaces to hand height (70") including sills, ledges, molding, shelves, picture frames, ducts, radiators, etc.
- Clean entire interior partition and door glass
- Remove dust and cobwebs from ceiling areas
- Clean and polish all bright metal
- Return all furniture to original position

Elevators

- Vacuum and spot clean carpeted areas
- Dust mop and damp mop hard surface floor
- Wipe down interior and exterior doors leaving no visible smudge marks
- All inside elevator panels should be wiped clean and free of fingerprints, smudges, etc.
- Clean elevator saddles and door tracks
- Dust light fixtures and ceiling grills
- High dust light fixtures

Warehouse Area

- All warehouse bathrooms, top of lockers, showers, sinks, floors etc. are to be cleaned and disinfected daily
- Warehouse floor and basketball court is to be free from dust; loose dirt using a vacuum or a dust mop daily
- Clean the counters, tables, and chairs
- Empty the stainless-steel trash compactor
- Place correct trash liner inside this compactor
- Wipe clean and sanitize all gym equipment daily
- Wipe clean all gym room mirrors leaving no visible fingerprints/smudges

Stairs and Landings

- Sweep and vacuum stairs
- Wipe down metal railings and glass railings
- Wipe down the side panels alongside all of the steps



DAILY CLEANING TASKS

Restrooms

- Clean, sanitize, deodorize, and polish all fixtures including toilet bowls, urinals, and hand basins
- Clean all glass
- Empty wastebaskets and sanitary napkin disposal receptacles, then replace with new liners and transport trash to designated area for removal
- Damp wipe exterior of waste cans and dispensing units
- Clean and polish all bright work
- Polish all stainless-steel dispensers and receptacles
- Clean and dry all mirrors
- Spot clean all tiled walls, doors, and partitions to remove marks and stains
- Refill all dispensers to normal limits, including sanitary napkins, soap, tissue, towel, trash liners, seat liners, cups, etc.
- Low dust all horizontal surfaces below 36", including sills, moldings, ledges, shelves, frames, ducts, heating outlets, etc.
- High dust above hand height all horizontal surfaces including shelves, sills, partitions, ledges, moldings, etc.
- Sweep and damp mop hard floors with germicidal disinfectant
- Replace extra toilet paper on toilets

Break Room/Kitchen

- Empty, clean, and sanitize all waste containers and recycling receptacles
- Clean and sanitize drinking fountain/water cooler
- Damp clean and sanitize seats, backs of chairs, tabletops, counters, and cabinet fronts
- Spot clean doors, frames, light switches, kick and push plates, handles, vending machines, walls, and interior glass
- Clean and polish stainless-steel appliances
- Clean and sanitize sinks
- Low dust (below 36") and high dust (above 72") all horizontal surfaces, including sills, ledges, etc.
- Dust mop and damp mop resilient and hard floors
- Vacuum all carpeted floors in their entirety



WEEKLY CLEANING TASKS

- Pull out rolling file cabinets and dust them
- Vacuum area under rolling cabinets
- Dust blinds
- Remove dust and cobwebs from ceilings
- High dust above arms reach and all horizontal surfaces, including shelves, moldings, and ledges
- Clean inside of microwave in kitchen

2x MONTHLY

- Machine buff vinyl flooring

MONTHLY CLEANING TASKS

- Wash restroom booth partitions
- Wash interior of waste cans and sanitary disposal containers in restrooms
- High dust all walls, ledges, pictures, and registers public areas not reached in normal nightly cleaning
- Dust all light fixtures in public areas
- Dust all light fixtures in offices and conference rooms
- Wash outside of exterior windows

4x YEARLY

- Wash inside of exterior windows every three months

2x YEARLY

- Wash tile walls in restrooms
- Scrub bathroom floors