



## DAILY CLEANING TASKS

- Polish glass doors, windows, and partitions
- Disinfect door handles
- Wipe down furniture
- Wash and put away dishes
- Clean and disinfect toilets, sinks, and counters
- Restock soap and other supplies
- Vacuum carpeted floor and rugs
- Disinfect tablets, touch screens, remote controls, video equipment, alarm pads, scanners, printers, and pin pads

## WEEKLY CLEANING TASKS

- Flip floor mats
- Dust window and door frames
- Clear dust and cobwebs from corners
- Vacuum fabric upholstery
- Clean window drapes and blinds
- Wipe down wooden and metal doors
- Polish teller station surfaces
- Refill supplies at teller stations
- Scrub behind toilets and under sinks
- Restock storage as needed

## MONTHLY CLEANING TASKS

- Power wash exterior entry landings and steps
- Dust all overhead fixtures
- Polish wood
- Steam clean carpets
- Buff hardwood floors
- Clean windowsills, doorframes, and baseboards
- Remove items from teller shelves, dust shelves, and replace items
- Empty and clean cabinets, drawers, and refrigerator
- Clean all kitchen appliances
- Check sink and floor drains