

**MAIN ENTRANCE / LOBBY**

- Dust and damp clean reception workstation.
- Dust and damp clean lobby furniture.
- Clean and sanitize reception telephone.
- Empty receptionist wastebasket and recycling, then replace with new liners and transport trash/recycling to designated area for removal.
- 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.
- Remove all cobwebs.
- Clean metal bright work, including baseboard unit, window frames, etc.
- Dust mop and damp mop hard surface flooring while paying close attention to door jams.
- Vacuum carpeting and floor mats daily.
- Empty smoking urns at front and rear door.
- Return all furniture to original position.



**ALL PRIVATE OFFICES / CONFERENCE ROOMS / SUITES:**

- Vacuum all carpet daily
- Remove all cobwebs daily.
- 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.
- Empty wastebaskets and recycling, then replace with new liners and transport trash/recycling to designated area for removal.
- 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.
- 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:

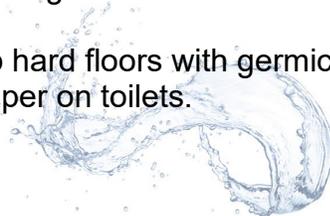
- Vacuum and spot clean carpeted areas.
- Dust mop and damp mop hard surface floor.
- Wipe down interior and exterior doors leaving no visible smudge marks.
- All inside elevator panels should be wiped clean and free of fingerprints, smudges, etc.
- Clean elevator saddles and door tracks.
- Dust light 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.
- Vacuum carpeted areas daily.
- Wipe clean and sanitize all gym equipment daily.
- Wipe clean all gym room mirrors leaving no visible fingerprints/smudges.

## RESTROOMS:

- Clean, sanitize, deodorize, and polish all fixtures including toilet bowls, urinals, and hand basins.
- Clean all glass.
- Clean and dry all mirrors.
- Clean and polish all bright work.
- 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.
- Polish all stainless-steel dispensers and receptacles.
- 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.

## **GENERAL:**

- Notify building contact of any irregularities (i.e. defective plumbing, unlocked doors, lights left on, inventory requirements, restroom supplies, etc.).
- 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.

## **STAIRS AND LANDINGS:**

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

## **PERIODIC WORK**

### **WEEKLY**

- 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.



## MONTHLY

- 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.

## TWO TIMES PER MONTH

- Machine buff vinyl flooring.

## TWO TIMES PER YEAR

- Wash tile walls in restrooms.
- Scrub bathroom floors.

## FOUR TIMES PER YEAR

- Wash inside of exterior windows every three months.

## UPON REQUEST

- Wash all lighting fixtures in public areas.
- Wash all lighting fixtures in offices and conferences rooms.
- Shampoo carpeting.
- Scrub all entrances.
- Strip, seal, and wax vinyl tile.

**If you are looking for an easier solution, we can help call us today for a consultation**



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