



Specifications

NIGHTLY SERVICES:

1. Vacuum carpet areas.
2. Sweep tile floors.
3. Mop tile floors.
4. Dust desks, chairs, file cabinets, counter, telephones, and office furniture.
5. Dispose of cardboard/boxes.
6. Empty all waste receptacles & dispose of trash.
7. Re-place trash liners.
8. Spot clean glass doors and partition windows.
9. Clean lunchroom tables, chairs and spot clean vending machines and refrigerator door. Dust mop/Damp mop floor.
10. Clean and polish drinking fountains.
11. Properly position furniture in offices.
12. Wipe inside & Out of Micro-wave and oven.
13. Secure door and window upon completion of work.
14. Leave on only designated lights.
15. Activate alarms as required.
16. Keep all janitorial closets professional and orderly.



NIGHTLY RESTROOM SERVICES:

1. Empty and spot clean all waste paper receptacles. Install waste liners where applicable/replace as needed.
2. Empty and sanitize sanitary napkin disposal units.
3. Polish all metal fixtures and mi
4. Clean and polish all dispensers.
5. Clean, sanitize and disinfect sinks, counter tops, toilet bowl seats and urinals.
6. Spot clean tile walls and toilet compartment partitions.
7. Clean floors with disinfectant solution.
8. Re-fill all dispensers; soap, paper towel, toilet paper etc.

WEEKLY SERVICES ONCE PER WEEK:

1. Dust ledges and windowsills.
2. Clean door kick plates and thresholds.
3. Perform low dusting.
4. Remove fingerprints from woodwork, partitions, doors, and door frames.
5. Keep inventory leave note as needed for supplies.
6. Thoroughly wet/damp mop tile floors.
7. Thoroughly clean entrance glass doors. Entry metal Polished



WEEKLY RESTROOM SERVICES ONCE PER WEEK:

1. Pour clean water down floor drains to prevent sewer gasses from escaping.
2. Perform high dusting.
3. Thoroughly wipe all walls and partitions. (Up to 5 feet high)
4. Brush down air vents.

BI-WEEKLY SERVICES TWICE MONTHLY:

1. Clean all doors.
2. Perform high dusting, door sashes, and tops of partitions.

MONTHLY SERVICES ONCE PER MONTH:

1. Dust tops of picture frames.
2. Brush down or vacuum wall and ceiling vents in offices.
3. Wipe down vinyl/leather furniture.
4. Dust blinds.