

JANITORIAL SPECIFICATIONS

DAILY / EVERY CLEAN

GLASS

- Entrance areas
- Interior office glass doors
- Furniture with laminated or glass tops

DUST

- All exposed furniture surfaces
- Wood surfaces
- Chair rails
- Baseboards
- Trim
- Shelving
- Paneling (to a height of six feet)

EXCEPTION: We do not dust or move office equipment, workstations, desks covered with objects, equipment, papers, etc.

RESTROOMS

- Thoroughly clean restrooms
- Scour, wash and/or disinfect all fixtures including wash basins, toilet bowls and urinals
- Empty trash and sanitary napkin receptacles, replace liners
- Spot wash all walls and partitions
- Clean all mirrors
- Wash dispensing equipment
- Sweep and mop floors with germicidal disinfectant solution

BREAK ROOMS

- Clean countertops, sinks and spot clean walls
- Clean tabletops and chairs
- Clean cabinet front exteriors
- Clean, disinfect, and polish all water fountains
- Clean microwave(s) interior and exterior
- Clean oven / stove exterior and interior

HARD FLOORS

- Sweep all hard surface flooring and mop thoroughly
- Spot mop break rooms and other hard floors for stains and spillage
- Sweep and mop stairs and landings as needed

CARPETS

- Thoroughly vacuum entire lobby, offices, break rooms, exterior mats and stairwells
- Spot clean carpeted areas and mats as needed

ELEVATORS

- Thoroughly clean elevators
- Vacuum or mop floors
- Clean and polish interior cab siding and doors

TRASH

- Clean, screen, remove trash and replace sand as required in all cigarette urns
- Keep exterior of building free of debris to 15 feet surrounding building
- Empty and clean trash containers, replace liners in break room and as needed elsewhere

EXCEPTION: All uncertain items not in a trash container or not specifically marked as "trash" will not be touched (i.e., boxes, piles of paper, filled bags, cans, etc.)

- Remove all trash to specifically designated dumpster, container or area

EXCEPTION: Trash will not be left in a non-designated space.

CLOSING

- Keep janitorial closets clean and locked at all times
- Keep MSDS updated and posted clearly in janitor closet
- Report all emergency or cleaning issues and problems to facilities management
- Turn off all lights and lamps according to company specific security guidelines
- Check all doors
- Secure building according to specific security guidelines
- Ensure all perimeter entrance/exit doors are locked and secured closed

WEEKLY

- Dust all fixtures, railings, wall mounted framed pictures, ledges, and sills
- Spot clean all horizontal and vertical surfaces to 6 feet, including doors, door jambs, walls, areas around light switches, vinyl and painted surfaces, and directory signage
- Detail vacuum all carpet edges, under desks, and furniture
- Thoroughly clean janitor closets
- Scour, wash, and disinfect wash basin, and floor drain pan
- Sweep and mop floors using germicidal disinfectant
- Replenish paper towels, toilet tissue, and soap supplies
- Report and resolve cleaning supply issues

MONTHLY

- Dust and vacuum all upholstered chairs, couches, and benches
- Dust / Vacuum all window blinds¹
- Thoroughly wash and disinfect restroom partitions
- Check and remove dust from all supply and return vents, including restroom vents

¹**Client will supply ladder.**

SEMI-ANNUAL (UPON REQUEST)

- Strip and refinish all vinyl tile flooring
- Carpet cleaning
- Detailed curtain and upholstery cleaning
- Perimeter window cleaning
- Wash interior of refrigerator if emptied by company personnel