

**Cleaning Contract - Scope of Work****Daily****Weekly****Monthly**

<b><u>Entrances and Lobby areas</u></b>			
remove trash from receptacles, replace liner, spot clean receptacle	X		
vacuum carpeting and matting	X		
clean both sides of glass doors and adjacent windows, wipe frames	X		
clean standing or hanging directory or signage	X		
spot clean walls, light switches and partition glass	X		
dust mop / wet mop hard surface flooring	X		
dust all furniture and fixtures	X		
dust all walls, doors, window frames above six feet			X
clean door jambs and polish thresholds		X	
dust HVAC ventilation grills			X
polish / buff hard surface flooring		X	
dust / vacuum window coverings			X
vacuum upholstered furniture		X	
clean telephones, sanitize headsets	X		

<b><u>General office areas</u></b>			
remove trash, replace liner, and spot clean receptacle	X		
remove recycle trash per company schedule	X		
vacuum carpeting wall to wall	X		
dust mop / wet mop hard surface flooring	X		
dust all accessible baseboards	X		
dust all furniture and fixtures, desks cleaned only if clear	X		
dust all walls, light switches , window frames above six feet	X		
spot clean walls , light switches, doors, and window frames	X		
dust /vacuum window coverings			X
dust HVAC ventilation grills			X
vacuum upholstered furniture,		X	

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<b><u>Corridors</u></b>			
vacuum carpeted surfaces	X		
spot clean carpeting when needed	X		
clean and polish drinking fountains, coffee machine area	X		
dust and spot clean walls, fixtures, light switches, door jambs, and window frames	X		
dust and spot clean baseboards	X		
dust HVAC ventilation grills			X

<b><u>Restrooms</u></b>			
remove trash, replace liner and spot clean receptacle	X		
sweep, mop with germicidal disinfectant	X		
replenish paper products, hand soap, and feminine napkins	X		
clean and sanitize all toilets, urinals and adjacent wall surfaces	X		
clean and sanitize walls and doors	X		
clean all mirrors, sinks and countertops	X		
clean and sanitize stall partitions, shelves, fixtures / dispensers	X		
dust HVAC ventilation grills	X		
clean, sanitize and polish all metal bright work	X		
pour water in floor drains, add enzymes as needed			X
clean and sanitize shower areas where applicable	X		

<b><u>Break areas</u></b>			
remove trash, replace liners, and spot clean receptacles	X		
vacuum carpeted areas, spot clean	X		
dust furniture, fixtures	X		
clean and sanitize counter tops, cabinets, tables and chairs	X		
clean table bases and chair legs	X		
spot clean walls, light switches and doors	X		
dust and clean vending machines	X		

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<b><u>Stairwells</u></b>			
police for debris and discard	X		
sweep and mop stairs and landings	X		
dust ,clean and sanitize handrails	X		
dust piping, signage and high areas		X	

<b><u>Classroom</u></b>			
Mop/sweep/vacuum floors	X		
clean and sanitize tables/workstations/countertops	X		
clean whiteboards/smart carts	X		
remove trash/replace liner and spot clean receptacle	X		
spot clean walls, light switches and doors	X		
replenish paper goods/hand soap	as needed		
clean windowsills/dust blinds and light fixtures		X	

<b><u>Recycling</u></b>			
Collect recycling from classrooms	X		

### **Cleaning Contract - Scope of Work**

<b><u>General Notes</u></b>
remove all building trash to designated dumpster
keep areas surrounding dumpster clean
any debris outside trash receptacles will be discarded only if marked as trash
secure all designated interior doors after cleaning
furniture shall be straightened and returned to original position

furniture polish to be used only if requested
report any noticeable malfunctioning fixtures to building management

<b><i>Management and Supervision</i></b>
communicate with customer contact regarding cleaning schedules, special needs, product orders etc.
provide supervision to ensure compliance with specifications
provide supervision to ensure ongoing training, safety and security measures
report any problems or safety hazards to management immediately