



# Cleaning Schedule

Area and Tasks	D	W	M	Q	Y
<b>Entrances and Vestibules:</b>					
1. Spot Clean entrance glass to remove smudges.					
2. Sweep or vacuum					
3. Damp mop as needed					
4. Vacuum all walk-off mats					
5. Low and high dust					
<b>Offices and Conference Rooms:</b>					
1. Empty waste receptacles and replace the liners when necessary.					
2. Remove trash to designated area.					
3. Disinfect water coolers.					
4. Dust mop floor using treated mop.					
5. Vacuum carpeting.					
6. Spot mop floors for spills.					
7. Wipe down copiers, shredders, tables, and items on the table between the copier and the shredder.					
8. Wipe window sills.					
9. Dust all furnishings, including desks, chairs, file cabinets, tables, credenza ledges, and all reachable surfaces.					
10. Damp wipe and disinfect phones.					
11. Spot cleaning of doors.					
12. Dust high and low surfaces.					
13. Whisk upholstered furniture.					
<b>Lunchroom and Vending Areas:</b>					
1. Empty waste receptacles and replace liners.					
2. Dust all reachable surfaces.					
3. Clean all counters.					



## Cleaning Schedule page 2

Area and Tasks	D	W	M	Q	Y
4. Damp wipe all tables and chairs.					
5. Spot clean doors.					
<b>Restrooms, Showers, and Locker Room:</b>					
1. Empty trash and sanitary napkin receptacles.					
2. Clean and sanitize fixtures, mirrors, and counters.					
3. Polish all chrome.					
4. Sweep, mop, and disinfect floors.					
5. Spot clean doors, walls, partitions, and light switches using disinfectant cleaner.					
6. Clean and refill dispensers. Towels, tissue, hand soap, and sanitary napkins furnished by Customer.					
7. Clean and sanitize showers.					
8. Clean and disinfect paper towel dispensers, including handle.					
9. Clean soap dispensers.					
10. Clean toilets, inside and outside surfaces, down to the floor.					
11. Clean toilet tissue dispensers.					
12. Clean both sides of toilet stall doors with disinfectant cleaner.					
13. Dust locker tops.					
14. Clean locker fronts.					
15. Wash tiled walls and partitions.					
16. Scrub/rinse floors using a germicidal detergent.					
17. Vacuum or damp clean ceiling vents.					
<b>Floor Care-Vinyl Tile Surfaces:</b>					
1. Remove dust from floor using a chemical treated dust mop.					
2. Spot mop floors to remove spills and tracking.					
3. Sweep floors thoroughly.					
4. Damp mop entire floor with disinfectant.					
5. Recondition all areas.					
6. Machine scrub and rinse disinfectant.					
<b>Floor Care-Carpeted Surfaces</b>					
1. Full Vacuuming					
2. Edges Vacuuming					