



# Cleaning Services Tasks

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## VACUUMING STANDARD (ALL APPLICABLE AREAS)

All carpeted areas shall receive a complete wall-to-wall vacuuming once per week. Entry mats and high-traffic carpeted areas shall receive daily vacuuming or spot vacuuming as needed to maintain a clean appearance.

### SECTION A – GENERAL OFFICE AREAS

Task No.	Description	Frequency
A-1	Empty centralized departmental trash containers and replace liners	Daily
A-2	Empty centralized departmental recycling containers	Daily
A-3	Clean exterior surfaces of centralized trash and recycling receptacles	Monthly
A-4	Complete vacuuming of all carpeted office, cubicle, and conference room areas	Weekly
A-5	Spot vacuum high-traffic office carpeted areas as needed	Daily
A-6	Dust mop and damp mop hard-surface floors	Daily
A-7	Clean and sanitize drinking fountains; polish metal surfaces	Daily

A-8	Spot clean carpets in traffic areas	Daily
A-9	Spray buff hard floors to restore luster; dust mop	Weekly
A-10	Clean baseboards in traffic areas	Monthly
A-11	Clean baseboards in non-traffic areas	Annual
A-12	Dust furniture, shelves, windowsills, ledges, and furnishings	Weekly
A-13	Break room/lounge: clean counters, tables, chairs, sinks, and restock supplies	Daily
A-14	Clean washable non-fabric seating	Weekly
A-15	Dust artwork, whiteboards, and decorative plants	Quarterly
A-16	Clean and sanitize fitness equipment (if applicable)	Daily
A-17	Clean locker exteriors	Quarterly
A-18	Dust or vacuum HVAC vents	Semi-Annual
A-19	Dust or vacuum window coverings	Quarterly

A-20	Spot clean walls; remove soil, graffiti, and foreign matter	Daily
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## **SECTION B – COMMON AREAS, ENTRANCES, CORRIDORS, LOBBIES, ELEVATORS, AND STAIRWELLS**

Task No.	Description	Frequency
B-1	Empty trash containers and replace liners	Daily
B-2	Clean exterior surfaces of trash containers	Weekly
B-3	Vacuum entry mats	Daily
B-4	Complete vacuuming of carpeted common areas, corridors, lobbies, and waiting areas	Weekly
B-5	Spot vacuum high-traffic carpeted common areas as needed	Daily
B-6	Clean, dust mop, and damp mop lobby floors and hard-surface common areas	Daily
B-7	Mechanically scrub hard-surface floors in common areas and lobbies during summer months	Weekly
B-8	Mechanically scrub hard-surface	Daily

	floors in common areas and lobbies during winter months or as required by weather conditions	
B-9	Sweep entryways; remove cobwebs, mud, and litter within 20 feet of entrances; hose as needed	Daily
B-10	Clean public entry doors, glass, handles, kick plates, and adjacent glass	Daily
B-11	Clean non-public doorways and landings	Weekly
B-12	Clean exterior trash receptacles	Weekly
B-13	Clean and sanitize public telephones	Daily
B-14	Clean exterior patio furniture	Daily
B-15	Spot clean walls; remove soil, graffiti, and foreign matter	Daily
B-16	Clean elevator interiors, including walls, doors, rails, and control panels	Daily
B-17	Clean elevator door and landing tracks	Weekly

B-18	Clean elevator landings; remove stains and cobwebs	Daily
B-19	Clean stairwells, stair landings, and handrails	Daily
B-20	Clean stairwell doors (interior and exterior)	Semi-Monthly
B-21	Remove cobwebs from stairwells	Weekly

## SECTION C – CONFERENCE ROOMS

Task No.	Description	Frequency
C-1	Complete vacuuming of all carpeted conference room areas	Weekly
C-2	Spot vacuum high-traffic conference room areas as needed	Daily
C-3	Dust and wipe conference tables and chairs	Daily
C-4	Clean whiteboards and presentation surfaces	Daily
C-5	Dust all horizontal surfaces, ledges, and fixtures	Weekly
C-6	Empty trash containers and replace liners	Daily

C-7	Spot clean carpets and remove stains	Daily
C-8	Clean glass partitions and doors (if applicable)	Weekly
C-9	Dust or vacuum window coverings	Quarterly

## SECTION D – RESTROOMS, SHOWERS, AND LOCKER ROOMS

Task No.	Description	Frequency
D-1	Empty trash containers and replace liners	Daily
D-2	Clean exterior surfaces of trash containers	Weekly
D-3	Restock supplies	Daily
D-4	Clean mirrors, sinks, countertops, and fixtures	Daily
D-5	Clean toilets, including bowls, seats, rims, and bases	Daily
D-6	Clean urinals	Daily
D-7	Spot clean walls; remove soil, graffiti, and foreign matter	Daily
D-8	Wash perimeter walls	Quarterly

D-9	Mop floors with germicidal solution	Daily
D-10	Clean and polish stainless steel and chrome surfaces	Daily
D-11	Clean and sanitize showers	Daily
D-12	Flush floor drains with water	Weekly
D-13	Remove cobwebs as needed	As Needed
D-14	Clean partition walls and doors	Weekly
D-15	Clean HVAC vents	Semi-Annual

## SECTION E – COURTROOMS

Task No.	Description	Frequency
E-1	Empty trash containers and replace liners	Daily
E-2	Empty recycling containers	Daily
E-3	Clean exterior surfaces of trash and recycling containers	Weekly
E-4	Complete vacuuming of all courtroom carpeted areas	Weekly
E-5	Dust, clean, and polish the judge's	Daily



	desk and bench	
E-6	Clean non-fabric courtroom seating	Daily
E-7	Spot vacuum carpeted seating and adjacent carpeted areas	Daily
E-8	Dust all horizontal surfaces	Daily
E-9	Spot clean carpeted and hard-floor areas	Daily
E-10	Dust or vacuum window coverings	Quarterly
E-11	Clean HVAC vents	Semi-Annual
E-12	Clean baseboards in traffic areas	Monthly
E-13	Remove gum from furnishings and tables	Daily