

SERVICES REQUIRED		Offices/Laboratory Building	Administrative Building
AREA/ITEM	WORK DESCRIPTION	FREQUENCY Weekly	FREQUENCY BiWeekly
<b>RESTROOMS</b>			
Toilets-Sinks-Urinals	Clean - Sanitize - Polish	X	X
Trash Containers	Empty - Line - Clean - Sanitize	X	X
Dispenser Soap - Towel - Tissue - Napkin	Fill - Clean Sanitize	X	X
Glass - Mirrors - Chrome Hardware	Clean - Polish	X	X
Floors	Sweep - Damp Mop - Sanitize	X	X
Partitions - Doors	Dust - Damp Mop - Spot Clean	X	X
Walls by Sinks - Urinals	Damp Wipe	X	X
Floor Drains	Seal - Clean	X	X
<b>FLOORS</b>			
Resilient Flooring	Sweep	X	X
Resilient Flooring	Damp Mop	X	X
Resilient Flooring	Wax		
Resilient Flooring	Buff		
Cement - Terrazzo - Tile	Sweep - Damp Mop	X	X
Rugs - Carpet	Vacuum	X	X
<b>EXTERIOR</b>			
Entrance	Sweep	X	
Paper - Debris	Pick Up		
Sidewalks	Sweep		
Parking Lot	Sweep		
<b>DOORS - WALLS - PARTITIONS</b>			
Entrance Glass Doors	Clean	X	X
Interior Glass	Clean		
Ledges - Window Sills	Dust	X	X
Doors - Frames - Walls	Clean	X	X
Baseboards	Dust	X	X
Ceiling Corners	Dust - Clean	X	X
<b>MISCELLANEOUS</b>			
Waste Cans	Empty	X	X
Ash Trays - Urns	Empty - Damp Wipe	X	X
Vending Machines	Damp Wipe		
Lights	Replace Bulbs - Dust	X	X
Chairs - Clocks - Pictures	Damp Wipe - Dust	X	X
Vents - Louvers -Fans Blinds	Clean - Shampoo	X	X
Upholstered Furniture - Drapes	Vacuum - Shampoo		
Glass Windows - Doors	Clean		
Mats	Vacuum - Pick-up/Turn	X	X
Drinking Fountains	Clean - Polish -Sanitize	X	X
Kick Plates - Thresholds	Clean Polish	X	X
Light Swithces - Handles - Push Plates	Clean Polish	X	X
Decks - Tables - Phones	Dust - Damp Wipe - Sanitize	X	X
Janitor Storage Areas	Clean - Organize - Restock	X	X
Elevator - Stainless Steel	Clean - Treat		X
Remove Trash From Job Site		X	X