

Specifications for Cleaning Services
ACADEMIC & OFFICE BUILDINGS

OFFICES/CONFERENCE ROOMS	Srv Days Per Yr.
Empty recyclable & regular trash containers; replace correct color liners in containers as necessary.	156
Vacuum all carpeted traffic lane areas.	104
Fully vacuum all carpets from wall to wall.	52
Fully vacuum area rugs	156
Dust all low reach areas.	52
Dust all high reach areas.	6
Clean both sides of all glass doors and side glass.	156
Damp clean all table tops, removing all ink and pencil marks.	156
Clean all ceiling vents.	1
Damp wipe and clean ceiling light fixtures	1
Wash and sanitize all trash containers	2
Spot clean telephones and sanitize receivers.	52
Damp wipe window ledge.	12
Vacuum all fabric office furniture including chairs and couches.	12
Strip hard surface floor and recoat with three coats of floor polish.	1
Dust mop all hard surface floors with treated or electrostatic dust mop.	156
Damp mop entire area.	156
Shampoo carpeted floors using extractor system.	1
Using approved spotter, spot clean carpeted area.	52
COMMON AREAS	Srv Days Per Yr.
Empty all waste receptacles & remove trash to designated area.	260
Vacuum all carpeted traffic lane areas.	208
Fully vacuum all carpets from wall to wall.	52
Dust mop all hard surface floors with treated or electrostatic dust mop.	143
Damp mop entire area.	143
Dust mop stairs, dust railings, ledges and spot clean.	52
Damp mop stairs, dust railings, ledges and spot clean.	52
Clean both sides of all glass doors and side glass.	156
Strip hard surface floor and recoat with three coats of floor polish.	1
Vacuum all fabric furniture.	52
Damp clean all table tops, removing all ink and pencil marks.	260
Clean all ceiling vents.	1
Damp wipe and clean ceiling light fixtures	1
Wash and sanitize all trash containers	2
Vacuum walk -off mats.	260
Clean and polish all drinking fountains	260
Machine scrub hard surface floor and apply one coat of polish, allow to dry, then buff.	12
Completely clean and damp mop hard floor elevator.	260
Clean and polish elevator bright work.	260
Spot clean outside of all kitchen appliances, cabinets, counter tops, walls clean sink; empty & remove all trash	260
Police hard floor area, removing all obvious litter and debris	260

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RESTROOMS C.T. - HIGH		Srv Days Per Yr.
Refill dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors using a germicidal cleaner.		260
Dust and clean all return air vents.		1
Police restrooms during the day to clean normal spills, remove stains and replenish supplies		260
Hand wash all walls.		2
Damp wipe and clean ceiling light fixtures.		1
Wash and sanitize all trash containers.		2
Dust all high reach areas.		1
LABS		Srv Days Per Yr.
Clean all ceiling vents.		1
Damp wipe and clean ceiling light fixtures.		1
Wash and sanitize all trash containers.		2
Damp mop window ledge.		12
Clean all baseboards.		12
Dust mop all hard surface floors with treated or electrostatic dust mop.		156
Dust sides, top & bottom of printer. Remove all smears & smudges from exterior of printer.		52
Damp mop entire area.		156
Dust sides top & bottom, remove all smears, smudges, clean screen using static free cleaner.		12
Strip hard surface floor and recoat with three coats of floor polish.		1
CLASSROOMS		Srv Days Per Yr.
Empty recyclable & regular trash containers; replace correct color liners in containers as necessary.		260
Vacuum all carpeted traffic lane areas.		205
Fully vacuum all carpets from wall to wall.		52
Shampoo carpeted floors using extractor system.		1
Using approved spotter, spot clean carpeted area.		52
Dust mop all hard surface floors with treated or electrostatic dust mop.		156
Damp mop entire area.		156
Strip hard surface floor and recoat with three coats of floor polish.		1
Damp clean all tabletops, removing all ink and pencil marks.		156
Clean all ceiling vents.		1
Dust all high reach areas.		6
Damp wipe window ledge.		12
Spot clean all classroom chairs removing all fingerprints, ink marks and other soil.		12
Clean both sides of all glass doors and side glass.		156
Wash and sanitize all trash containers.		6
Clean chalk boards with duster and clean out chalk tray.		520

Specifications for Cleaning Services
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CLASSROOMS (Cont.)	Srv Days Per Yr.
Spot clean all walls, light switches and doors	156
Dust sides, top and bottom. Remove all smears, smudges. Clean screen-using static free cleaner.	12
Dust sides, top and bottom of printer. Remove all smears, smudges from exterior of printer.	52

DOCK AREA	Srv Days Per Yr.
Using push broom sweep all open areas.	52

FOOD AREA	Srv Days Per Yr.
Empty all waste receptacles and remove trash to designated areas.	260
Damp clean and sanitize table tops.	260
Damp wipe all cafeteria chairs including frame.	260
Spot clean all walls, light switches and doors.	260
Wash all trash containers.	260
Daylight trash removal , clean & sanitize table tops	260
Dust high and low areas (e.g., pictures, clocks, partition tops, etc.)	52

AUDITORIUMS	Srv Days Per Yr.
Empty all waste receptacles and remove trash to designated areas.	260
Dust all high reach areas.	1
Dust all horizontal surfaces.	52
Spot clean all walls, light switches and doors.	52
Dust mop all hard surface floor with treated or electrostatic dust mop.	52
Damp mop entire area.	52
Vacuum all carpeted traffic lane areas.	104
Shampoo carpeted floors using extractor system.	2