

Specifications for Cleaning Services
LIBRARIES

LIBRARY – REFERENCE STACKS – CARPET	Srv Days Per Yr.
Empty all waste receptacles and remove trash to designated areas.	260
Dust all horizontal surfaces	208
Dust all high reach areas.	12
Dust all exposed horizontal bookshelf surfaces	52
Clean all ceiling vents	26
Spot clean all walls, light switches & doors.	52
Thoroughly clean student desks & chairs removing pencil & ink marks	26
Spot clean display case glass.	104
Spot clean all partition glass.	104
Vacuum all carpeted traffic lane areas.	260
Fully vacuum all carpets from wall to wall	52
Using approved spotter, spot clean carpeted areas.	52
Shampoo carpeted floors, using extractor system	2

LIBRARY – REFERENCE STACKS – HARD SURFACE	Srv Days Per Yr.
Empty all waste receptacles and remove trash to designated areas.	260
Dust all horizontal surfaces	208
Dust all high reach areas.	12
Dust all exposed horizontal bookshelf surfaces	52
Clean all ceiling vents	26
Spot clean all walls, light switches & doors.	52
Thoroughly clean student desks & chairs removing pencil & ink marks	26
Spot clean display case glass.	104
Spot clean all partition glass.	104
Dust mop all hard surface floors with treated or electrostatic dust mop.	156
Mop all stains & spills, especially coffee & drink spills	156
Using a high-speed floor machine, spray buff all hard surface areas.	12
Machine scrub hard surface floors, apply one coat of polish, allow to dry, then buff.	2

OFFICES / CONFERENCE ROOMS	Srv Days Per Yr.
Empty all waste receptacles and remove trash to designated areas.	156
Vacuum all carpeted traffic lane areas.	156
Fully vacuum area rugs	156
Dust all low reach areas.	52
Dust all high reach areas.	6
Clean both side of all glass doors and side glass.	156
Damp clean all tabletops, removing all ink & pencil marks.	156
Clean all ceiling vents	1

Specifications for Cleaning Services
LIBRARIES (CON'T)

OFFICES/ CONFERENCE ROOMS	Srv Days Per Yr.
Damp wipe and clean ceiling light fixtures	1
Dust sides, tops, bottom. Remove all smears, smudges. Clean screen using static free cleaner	12
Dust sides, tops and bottom of printer. Remove all smears, smudges from exterior of printer	52
Spot clean telephones and sanitize receivers	156
Damp wipe window ledge.	365
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 carpet 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.	156
Damp mop entire area.	156
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 tabletops, 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	12
Vacuum walk -off mats.	260
Clean and polish all drinking fountains	260
Machine scrub hard surfaces floors 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	156
Police hard floor area, removing all obvious litter and debris	365

Specifications for Cleaning Services
LIBRARIES (CON'T)

RESTROOMS	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.	312
Dust and clean all return air vents.	1
Police restrooms during the day to clean normal spills, remove stains and replenish supplies	312
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.	6
COMPUTER CLASSROOMS	Srv Days Per Yr.
Empty recyclable & regular trash containers; replace correct color liners in containers as necessary.	312
Vacuum all carpeted traffic lane areas.	260
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.	312
Damp mop entire area.	312
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.	312
Spot clean all walls, light switches and doors.	104
Dust sides, top & bottom. Remove all smears, smudges. Clean screen using static free cleaner	12
Dust sides, top & bottom of printer. Remove all smears & smudges from exterior of printer	52