

WORK DESCRIPTIONS

NAME OF TASK	TASK DESCRIPTION
<u>OUTSIDE WALKWAYS</u>	
SWEEP	BROOM SWEEP IMMEDIATELY OUTSIDE OF MAIN ENTRANCE
<u>FLOOR WORK</u>	
DAMP MOP	MIX A PH-7 SOAP WITH WATER. USE TWO BUCKETS, ONE FOR DIRTY WATER AND THE OTHER FOR CLEAN WATER. USE MICRO-FIBER MOPPING SYSTEM.
DECK BRUSH	ADD WATER TO DILUTE A CLEANER WITH A PH OF 7 TO 7.5. ALLOW SOLUTION TO SIT FOR 20 MINUTES. AGITATE WITH A DECK BRUSH. MOP SOLUTION WITH A PH-7 CLEANER.
BURNISHING	USING ELECTRIC OR PROPANE BURNISHER AND APPROPRIATE BURNISHING PAD
STRIP AND WAX	WITH 7 LAYERS OF WAX, INCLUDING THE EDGES WHERE THE FLOOR MEETS THE WALL
CARPET EXTRACTION	USING A TRUCK MOUNTED EXTRACTOR WITH AN ENZYME CLEANER
<u>DUST</u>	
FURNITURE	USING A MICRO FIBER CLOTH WITH A DILUTED CLEANING SOLUTION FOR SYNTHETIC SURFACES AND LEMON OIL FURNITURE POLISH FOR REAL WOOD
SYNTHETIC FABRIC CHAIR	
WINDOW SILLS	USING A MICRO FIBER CLOTH WITH A DILUTED CLEANING SOLUTION
COMPUTERS SCREENS AND TVS	USING A DRY MICRO FIBER CLOTH
PICTURES AND WALL HANGINGS	USING A MICRO FIBER CLOTH WITH A DILUTED CLEANING SOLUTION
TABLES	USING A MICRO FIBER CLOTH WITH A DILUTED CLEANING SOLUTION
TELEPHONES	USING A DISINFECTANT AND CLOTH



NAME OF TASK	TASK DESCRIPTION
MIMI-BLINDS	USING A MICRO FIBER CLOTH WITH A DILUTED CLEANING SOLUTION
BASEBOARDS	USING A MICRO FIBER CLOTH WITH A DILUTED CLEANING SOLUTION
VERTICAL TOUCH POINTS	USING A TRIGGER SPRAYER FILLED WITH THE PROPER CLEANER
HIGH AREAS	USING A MICRO FIBER CLOTH WITH A DILUTED CLEANING SOLUTION
PLANTS	USING A DRY CLOTH
TOUCH POINTS AND CABINETS	USING A MICRO FIBER CLOTH WITH A DILUTED CLEANING SOLUTION
REFRIGERATOR (OUTSIDE)	USING A MICRO FIBER CLOTH WITH A DILUTED CLEANING SOLUTION
REFRIGERATOR INSIDE	WITH A DAMP CLOTH AND CLEANING SOLUTION. ALL ITEMS MUST BE REMOVED FROM THE REFRGERATOR BY THE CLIENT PRIOR TO CLEANING. NOTE THERE IS A CHARGE FOR THIS SERVICE.
MICROWAVE OUTSIDE AND INSIDE	WITH A DAMP CLOTH AND CLEANING SOLUTION
PLASTIC CHAIR MATS	WITH A DAMP CLOTH AND CLEANING SOLUTION
WALLS, LIGHT FIXTURES, CEILINGS	DUST WINDOWSILLS AND LEDGES WITH EXTENABLE DUSTER AND MICRO-FIBER DUST MOP
<u>VACUUM</u>	
CLOTH FURNITURE	VACUUM ALL EXPOSED AREA
CARPET	VACUUM ALL EXPOSED CARPET/WALK-OFF MATS. PULL FURNITURE OUT TO CLEAN IN CORNERS AND HARD TO REACH ARES
<u>WINDOWS AND MIRRORS</u>	
INTERIOR AND EXTERIOR ENTRY WINDOWS	WITH WINDOW CLEANER AND SQUEEGEE
INTERIOR AND	SPOT CLEAN WITH WINDOW CLEANER AND CLOTH



NAME OF TASK	TASK DESCRIPTION
EXTERIOR ENTRY DOORS	
INTERIOR PARTITIONS	SPOT CLEAN WITH WINDOW CLEANER AND CLOTH
MIRRORS	SPOT CLEAN WITH WINDOW CLEANER AND CLOTH
<u>RESTROOMS</u>	
CHECK AND REFILL PAPER TOWELS	CHECK DISPENSER AND REFILL, IF NEEDED
CHECK AND REFILL HAND SOAP	CHECK AND REFILL HAND SOAP, IF NEEDED
CLEAN/DISINFECT SINKS	SPRAY CLEAN SINKS, FAUCET AND COUNTER USING A TRIGGER SPRAY BOTTLE FILLED WITH APPROPRIATE DISINFECTANT
CLEAN PARTITIONS AND DOORS	SPRAY CLEAN PARTITIONS AND DOORS USING A TRIGGER SPRAY BOTTLE FILLED WITH GERMICIDE.
CLEAN/DISINFECT SINKS	SPRAY CLEAN SINKS, FAUCETS AND COUNTERS USING A TRIGGER BOTTLE FILLED WITH GERMICIDE. WIPE DRY.
CLEAN/DISINFECT URINALS	SPRAY CLEAN INSIDE EACH URINAL USING A TRIGGER SPRAY BOTTLE FILLED WITH GERMICIDE. WEAR PROTECTIVE GLOVES. AFTER PROPER CONTACT TIME, SWAB URINAL THOROUGHLY AND FLUSH. ALSO SPRAY CLEAN EXTERIOR SURFACES, PIPES AND VALVES. WIPE DOWN THE URINAL WITH CLEAN CLOTH.
DUST MOP	USING A TREATED DUST MOP, DUST MOP FLOOR
DAMP MOP	DAMP MOP FLOOR SURFACE USING PROPER CLEANER



NAME OF TASK	TASK DESCRIPTION
CLEAN/DISINFECT TOILET BOWLS	WITH A BOWL SWAB, PUSH WATER OVER THE TRAP TO EXPOSE THE STANDING WATER RING. SPRAY THE INSIDE AND OUTSIDE OF THE BOWL USING A TRIGGER SPRAY BOTTLE FILLED WITH A GERMICIDE. AFTER ADEQUATE CONTACT TIME, SWAB BOWL THOROUGHLY WHILE FLUSHING. SPRAY UNDERSIDE OF TOILET SEAT AND WIPE DRY. SPRAY TOP OF SEAT, FIXTURES, UNDERSIDE OF TOILET AND WALL BEHIND TOILET THEN WIPE DRY.
ACID CLEAN TOILETS AND URINALS	ADEQUATE VENTILATION AND WEAR PROTECTIVE GLOVES. WITH A BOWL SWAB , PUSH WATER OVER TRAP TO EXPOSE THE STANDING RING. AFTER ADEQUATE CONTACT TIME, SWAB THE SURFACE AND FLUSH SEVERAL TIMES TO RINSE
MIRRORS	SPRAY CLEAN MIRRORS USING A TRIGGER SPRAY BOTTLE FILLED WITH GLASS CLEANER
<u>TRASH</u>	
WASH CONTAINERS	USING CLEANING SOLUTION AND DAMP CLOTH
EMPTY INSIDE AND OUTSIDE CONTAINERS	TAKE TO DUMPSTER