



Description	4 x per week M-Th	Weekly (Fri)	Bi-Monthly	Monthly	Quarterly
Lobbies/Reception/Conference Room/Hallways/Teller Areas /Classrooms					
Gather all trash and recycle bins and place for proper disposal	X	X			
Replace wastebasket liner and wipe down as needed	X	X			
Vacuum all carpeted areas	X	X			
Move furniture to detail vacuum edges, under desks, chair mats, and other less accessible areas		X			
Spot clean carpeted areas as needed		X			
Sweep/dust mop and wet mop hard surface floors	X	X			
Spot clean glass doors and partitions	X	X			
Fully clean glass doors and partitions			X		
Detail dust top, under, and sides of all high surfaces (Desks, counters, etc.)	X	X			
Detail dust top, under, and sides of all low surfaces (items on or near floor.)	X	X			
Clean wall hangings		X			
Spot clean doors, walls, switches & horizontal surfaces	X	X			
Clean and sanitize drinking fountains and/or water dispensers	X	X			
Vacuum upholstered furniture					
Sweep exterior entry at main lobby entry					
Dust window sills		X			
Remove fingerprints and marks from woodwork, desks, tables, doors, partitions, etc.	X	X			
Spot clean kick plates and baseboards		X			
Dust all marker board trays. Do not wipe off marker boards unless specifically requested.	X	X			
Dust all interior blinds			X		
Clean and sanitize telephones		X			
Clean and polish conference table	X	X			
Push chairs back under conference table	X	X			
Deck brush tile				X	
Burnish VCT					
Wash exterior windows					
Vacuum or dust ceiling vents and sweep areas for cobwebs			X		
Office and Cube Areas					
Gather all trash and recycle bins and place for proper disposal	X	X			
Replace wastebasket liner and wipe down as	X	X			



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needed					
Vacuum all carpeted areas	X	X			
Move furniture to detail vacuum edges, under desks, chair mats, and other less accessible areas		X			
Spot clean carpeted areas as needed		X			
Sweep/dust mop and wet mop hard surface floors	X	X			
Spot clean glass doors and partitions	X	X			
Fully clean glass doors and partitions		X			
Detail dust top, under, and sides of all high surfaces (Desks, counters, etc.)		X			
Detail dust top, under, and sides of all low surfaces (items on or near floor.)		X			
Clean wall hangings		X			
Spot clean doors, walls, switches & horizontal surfaces	X	X			
Clean and sanitize drinking fountains and/or water dispensers	X	X			
Vacuum upholstered furniture			X		
Dust window sills		X			
Remove fingerprints and marks from woodwork, desks, tables, doors, partitions, etc.	X	X			
Spot clean kick plates and baseboards		X			
Dust all marker board trays. Do not wipe off marker boards unless specifically requested.		X			
Dust all interior blinds		X			
Clean and sanitize telephones		X			
Deck brush tile					
Vacuum or dust ceiling vents and sweep areas for cobwebs		X			
Kitchen/Coffee Stations/Lunch Rooms:					
Sweep/dust mop & damp mop hard surface floors	X	X			
Gather all trash and recycle bins and place for proper disposal	X	X			
Replace wastebasket liner and wipe down as needed	X	X			
Clean and sanitize sinks, counters, tables and light switches	X	X			
Wipe down all coffee makers	X	X			
Wipe food spills off furniture	X	X			
Wipe down all appliances	X	X			
Clean and sanitize drinking fountains and/or water dispensers	X	X			
Clean and refill soap and towel dispensers	X	X			



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Spot clean exterior of refrigerator, vending machines, cabinets, etc.	X	X			
Dust window sills					
Clean exterior of refrigerators, vending machines, cabinets, etc.	X	X			
Spot clean light switches	X	X			
Deck brush tile		X			
Clean baseboards		X			
Spot clean and remove finger prints from walls, doors, tables, chairs	X	X			
Restrooms:					
Empty trash, sanitize containers and replace all liners	X	X			
Sweep, damp mop and sanitize floors	X	X			
Clean and sanitize all toilets, urinals, sinks, and counters	X	X			
Clean and refill all soap, towel, toilet paper, sanitary napkin and toilet seat cover dispensers	X	X			
Clean and sanitize fixtures, mirrors, metals, and partitions	X	X			
Spot clean walls, partitions, doors and light switches	X	X			
Clean and sanitize sanitary containers	X	X			
Replace urinal screens, soap, TP, and paper towels	X	X			
Clean and sanitize showers floors, doors and benches	X	X			
Pour water into all floor drains		X			
Dust all horizontal surfaces	X	X			
Deck brush tile					
Thoroughly clean and sanitize all walls and partitions	X	X			
Closing Instructions:					
Notification of any irregularities (plumbing leak, slow drains, unlocked doors, defective lighting, burned out light bulbs, and any other maintenance item)	X	X			
Review & respond to janitorial log	X	X			
Turn off lights	X	X			
Turn off coffee pots	X	X			
Lock doors & security building	X	X			
Report any unusual activity or problem to Facility Manager	X	X			