

Office Cleaning Specifications - 3,000-5,000 SF

Task	Daily	2x/Week	3x/Week	Weekly	Bi-Weekly	Monthly	Quarterly	Semi-Annually
Lobby & Corridor								
Vacuum and spot clean			x					
Dust mop flooring and spot clean			x					
Dust sills and ledges						x		
Spot clean painted doors, frames, and elevator doors			x					
Spot wash entrance door glass and sidelights			x					
Clean and polish drinking fountain			x					
Empty, clean and polish receptacles			x					
Clean and polish flooring				x				
Perform high and low dusting						x		
Dust or wash signs and signals				x				
Spot wash walls, doors, frames, and baseboards			x					
Dust grills and diffusers							x	
Shampoo Carpet								x
Restrooms								
Empty, damp wipe, and polish receptacles			x					
Restock, damp wipe, and polish dispensers			x					
Wash, sanitize and polish dry all sinks, vanities, commodes, and urinals			x					
Spot clean partition, doors and walls				x				
Clean and polish brightwork			x					
Wash and polish mirrors			x					
Sweep and damp mop flooring			x					
Dust sills and ledges						x		
Dust grills and vents						x		
Scrub hard surface flooring				x				
Clean and polish resilient flooring				x				
Wash doors and partitions				x				
Wash entrance doors			x					