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

Task	Daily	2x/Week	3x/Week	Weekly	Bi-Weekly	Monthly	Quarterly	Semi-Annually
Office								
Empty waste and replace liners			Х					
Dust mop hard surface flooring			Х					
Vacuum carpet and spot clean as needed			Х					
Dust desks, tables and other furnishings				Х				
Dust sills and ledges within hand reach						Х		
Wash glass doors			Х					
Wash glass sidelights, partition glass, and desk tops				Х				
Clean and polish drinking fountains			Х					
Break room								
Sink, countertop and table tops wiped and disinfected			Х					
Damp spot mop tile floor and remove spillage as needed			Х					
Disinfect and remove finger prints from door facings and from all								
frequently touched surfaces such as door facing, light switches, door								
handles, etc.			Х					
High dusting of wood and glass surfaces						Х		
Low dusting of chairs, baseboards, and louver doors						Х		
Damp mop hard surface flooring			Х					
Disinfect and remove finger prints from door facings and from all								
frequently touched surfaces such as door facing, light switches, door								
handles, etc.			Х					
Remove debris from parking lot, sidwalks, and landscaped areas			Х					
Dust window blinds						Х		
Polish hard surface flooring						Х		
Dust grills and air diffusers				·			Х	
Shampoo Carpet								X

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