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								Х

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								Х
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						