

SUMMARY CLEANING SCHEDULE

AREA	ITEM	FREQUENCY				
		Daily	Weekly	Monthly	Yearly	Upon Request
Exterior						
1	sweep & clean litter	1x				
2	empty & clean ashtrays, pic nic tables & ash urns	1x				
3	empty garbage & replace plastic bags	1x				
4	empty & clean sand urns	1x				
5	clean glass & sashes of sidelights		1x			
6	remove graffiti & posters from exterior walls, doors & windows		1x			
7	clean & polish metal work		1x			
9	wash & disinfect garbage cans		1x			
10	clean glass & sashes of entrance & exit doors		1x			
Interior Cleaning (other than clean room labs)						
Floor - Resilient						
1	remove gum & foreign residue	1x				
2	sweep & damp mop		2x			
3	spray buff			1x		
4	wet scrub & refinish				2x	
5	strip, seal & refinish				1x	
Floors - Concrete (Basement area)						
1	remove gum & foreign residue	1x				
2	sweep & auto scrub	1x				
3	spray buff			1x		
4	wet scrub & refinish				1x	
Carpet & Rugs						
1	vacuum conference & boardrooms		2x			x
2	vacuum offices		2x			
3	vacuum corridors		2x			
4	shampoo (deep steam clean)				2x	
5	vacuum walk-away mats (seasonal)	3x				
6	shampoo mats (seasonal)		1x			
Miscellaneous						
1	damp wipe window stools, draft deflectors and convector covers.	1x				
2	dust displays cases & spot clean glass	1x				
3	damp mop shoe cleaning machine	1x				
4	check shoe cleaner bags		1x			
5	clean exterior sash of notice board			2x		
6	wash display cases and glass			2x		

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		Daily	Weekly	Monthly	Yearly	Upon Request
7	clean & polish all decorative metal fittings			1x		
8	dust or vacuum ledges, tops of partitions and other high areas				2x	
9	clean inside of glass partitions				2x	
10	clean air intake grilles, air diffusers and metal surroundings				1x	
11	dust top of encased model displays in lobby area		1x			
12	disinfect door handles & stairwell railings during cold season		1x			x
Entrances, Exits, Lobbies and Adjacent Corridors						
1	sweep & damp mop floors	2x				
2	spot clean both sides of glass	1x				
3	remove gum & foreign residue	1x				
4	vacuum main entrance grill	1x				x
5	clean both sides of glass & metal surrounds		1x			
6	clean directory board glass & frame		1x			
7	spray buff floors		1x			
8	wet scrub & refinish				2x	
9	strip, seal & refinish				1x	
10	buff granite with rubbing compound				1x	
Stairs and Landings						
1	sweep & damp mop	1x				
2	remove gum & foreign residue	1x				
3	dust vertical grilles, baseboards, stringers and ledges		1x			
4	clean hand rails	1x				
5	wet scrub & refinish				2x	
6	strip, seal & refinish				1x	
Elevators						
1	clean metal surfaces inside & outside	1x				
2	dust interior of cab & remove finger marks, smudges & stains	1x				
3	sweep & damp mop	1x				
4	remove gum & foreign residue	1x				
5	scrape, vacuum & clean doorsill/ track grooves		1x			
6	wet scrub & refinish				1x	
7	strip, seal & refinish				1x	
Indoor Washrooms & Outdoor Portable Washrooms (when applicable)						

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AREA	ITEM	FREQUENCY				
		Daily	Weekly	Monthly	Yearly	Upon Request
1	supply & replenish supplies	1x				
2	remove gum & foreign residue	1x				
3	wash toilets, urinals and washbasins	1x				
4	clean & disinfect water taps, dispensers, doorplates, flush valves and wastepaper dispensers	1x				
5	clean flush tanks, shelves, high ledges, mirrors and exposed piping	1x				
6	spot clean walls, partitions & doors	1x				
7	empty sani-cans, disinfect & insert new bag	1x				
8	empty wastepaper and refuse receptacles & insert new bag	1x				
9	sweep & damp mop floors	1x				
11	pour pail of clean hot water into floor drains		1x			
12	wash both sides of partitions, doors and ceramic tile		1x			
13	descale toilet bowl & urinals		1x			
14	supply & replenish deodorant in urinal		1x			
15	machine scrub floors & rinse with germicidal solution			1x		
16	wash shower stalls		1x			
17	wash & disinfect wastepaper and refuse receptacles			1x		
18	wash walls			1x		
19	supply & replenish deodorant in wall holders			1x		
20	wet scrub & refinish floors				2x	
21	strip, seal & refinish floors				1x	
22	wash ceilings				1x	
Venetian & Vertical Blinds						
1	dust blinds				4x	
2	damp wipe blinds				2x	
Interior Glass						
1	spot clean glass doors, partitions, panels and glass on fire hose doors	1x				
2	remove foreign residue	1x				
3	clean both sides of glass doors, partitions, panels and glass on fire hose doors		1x			

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		Daily	Weekly	Monthly	Yearly	Upon Request
4	wash both sides of glass doors, partitions, panels and glass on fire hose doors				4x	
5	remove all items placed or posted on glass (i.e. posters, etc.)			1x		
Furniture and Fixtures						
1	dust horizontal surfaces			1x		
2	dust telephone & intercom instruments			1x		
3	dust & remove finger marks and stains from all surfaces in conference, boardroom and executive office furniture	1x				
4	spot clean finger marks & stains from glass topped furniture			1x		
5	spot clean surfaces & tops of lockers, storage, bookcases and filing cabinets			1x		
6	dust empty stacks and shelves			1x		
7	dust pictures and wall hangings			1x		
8	clean mirrors			1x		
9	remove finger marks from computer monitors			1x		
10	dust artificial plants, and containers			1x		
11	clean all surfaces of public clothes closets			1x		
12	wash boot trays and shelves			1x		
13	vacuum upholstered furniture			1x		
14	clean both sides of glass or plastic plates covering furniture			1x		
15	clean & polish both sides of bookcase glass doors			1x		
16	clean all leather & vinyl leatherette upholstered furniture			1x		
17	dust ledges inside desk walls			1x		
18	vacuum office chairs				4x	
Waste & Recycle Receptacles						
1	empty & damp wipe exterior of waste & recycle receptacles	1x				
2	empty glass, plastic and can bins from coffee stations and kitchen areas	1x				

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AREA	ITEM	FREQUENCY				
		Daily	Weekly	Monthly	Yearly	Upon Request
3	separate & empty mobile cart into designated dump bins	1x				
4	wash & disinfect waste and refuse receptacles		1x			
5	manage the removal of designated recycle bins			1x		
6	wash & disinfect all designated recycle dump bins.			1x		
7	verify shredders for shredded content weekly and empty as required		1x			
Doors & Door Frames						
1	clean finger marks	1x				
2	dust door grills	1x				
3	clean non-metallic kick and hand plates			1x		
4	clean metal push bars, kick and hand plates			1x		
5	dust doors & door frames			1x		
Water Fountains						
1	wash & disinfect	1x				
Walls, Partitions & Baseboards						
1	remove finger marks, smudges and stains from walls and partitions	1x				
2	spot clean vinyl covered walls, doors and partitions	1x				
3	dust baseboards, ledges and moldings		1x			
4	clean and polish wood paneled walls				2x	
Janitor Rooms						
1	sweep & wash floors	1x				
2	wash & disinfect sinks	1x				
3	wash walls, shelves and doors				1x	
Garbage and Recycling Area						
1	empty garbage into designated bins	1x				
2	sweep floors	1x				
3	collect paper from each recycle basket in all areas	1x				
4	clean exterior of designated recycle dump bins		1x			
5	clean interior of designated recycle dump bins			1x		
Lunchroom, Kitchen and Rest Areas						

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AREA	ITEM	FREQUENCY				
		Daily	Weekly	Monthly	Yearly	Upon Request
1	wash all furniture, tables, chairs, etc.	1x				
2	remove finger marks from vending machines	1x				
3	dust & spot clean horizontal surfaces, walls, doors, partitions & cupboards	1x				
4	spot clean exterior of refrigerators, stove and microwave ovens	1x				
5	clean interior of microwave ovens	1x				
6	sweep & damp mop floors	1x				
7	clean interior of refrigerators and stoves		1x			
8	defrost & clean refrigerators			1x		
9	wet scrub & refinish floors				2x	
10	strip, seal & refinish floors				1x	
Chalkboards & Whiteboards						
1	clean troughs		1x			
2	vacuum clean erasers		1x			
3	clean whiteboards		1x			
Changeroom Areas						
1	empty waste receptacles	1x				
2	dust exposed surfaces	1x				
3	sweep & damp mop floors	1x				
4	remove gum & foreign residue	1x				
5	wash interior & exterior of lockers			1x		
6	wet scrub & refinish floors				2x	
7	strip, seal & refinish floors				1x	
Gym Training Area						
1	disinfect gym equipment		3x			
2	empty waste receptacles	1x				
3	dust exposed surfaces	1x				
4	sweep & damp mop floors	1x				
5	remove gum & foreign residue	1x				
6	wash interior & exterior of lockers			1x		
7	wet scrub & refinish floors				2x	
8	strip, seal & refinish floors				1x	
9	wash shower stalls		1x			
Electronic Data Processing Areas						
1	vacuum entire floor areas including ramps	1x				
2	remove dust from furniture & shelving	1x				

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AREA	ITEM	FREQUENCY				
		Daily	Weekly	Monthly	Yearly	Upon Request
3	empty waste	2x				
4	damp mop entire floor areas including ramps		1x			
5	wash & disinfect waste and refuse receptacles		1x			
6	wash doors & door frames		1x			
Window Cleaning						
1	remove cobwebs	1x				
2	clean glass, metal, & wood				2x	
Machine Shop						
1	sweep & damp mop machine shop floors	1x				
2	Blow shavings from top of machines	1x				
3	remove metal shaving from around bases of machinery	1x				
4	srub floor		1x			
5	dust ledges and boxes		1x			
6	degrease entire floor			1x		
Electrical, Telephone, Network and Audio Visual Rooms						
1	clean grills, air intakes, etc				2x	
2	sweep, damp mop floors				2x	
3	strip, seal & refinish floors				1x	
4	wipe down all equipment				2x	
Mechanical Rooms						
1	dust exposed surfaces, ledges and boxes			1x		
2	sweep and damp mop floor			1x		
3	srub and degrease floor				1x	
Photocopier Rooms (2nd floor and Basement)						
1	clear and clean counter tops	1x				
2	remove and clear debris off of equipment	1x				
Locker, Cleanroom & Laboratory Areas						
Air Showers						
1	vacuum & damp mop floors	1x				
2	clean door glass doors	2x				
3	clean walls & door frames	1x				
4	polish stainless steel surfaces	2x				
Floors - Granite						
1	damp mop	1x				
2	buff with rubbing compound				1x	
Floors - Resilient						

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AREA	ITEM	FREQUENCY				
		Daily	Weekly	Monthly	Yearly	Upon Request
1	remove gum & foreign residue	1x				
2	vacuum & damp mop entire floor	1x				
3	wet scrub & refinish floors				2x	
Floors - Steel & Finished Concrete						
1	vacuum & damp mop floors	1x				
Floors - Unfinished Concrete						
1	vacuum entire floor	1x				
2	remove gum & foreign residue	1x				
3	wash floors			1x		
4	machine scrub & reseal unpainted floors				1x	
Miscellaneous						
1	remove dust from electrical boxes	1x				
2	spot clean elevators & loading areas	1x				
3	vacuum ledges, tops of partitions, pipes, vent hoods and other high areas				4x	
4	damp mop walls				2x	
5	provide & apply absorbent/degreasing compound to oil and grease spills					X
6	remove slush & water during inclement weather					as needed
7	wash side walls				2x	
8	clean glass partitions and panels				2x	
9	remove one layer of contamination control dry mats (sticky mats)	1x				
Furniture & Fixtures						
1	vacuum vertical & horizontal surfaces	1x				
2	vacuum tops of lockers, storage cabinets, bases of free standing screens and interior of public clothes closets		1x			
Waste & Recycle Receptacles						
1	empty & wipe down	2x				
Doors & Door Frames						
1	clean finger marks	1x				
2	vacuum grills, doors & frames	1x				
3	clean metal push bars, kick and hand plates			1x		x
4	wash doors, door frames & grills			1x		
Overhead Doors						

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AREA	ITEM	FREQUENCY				
		Daily	Weekly	Monthly	Yearly	Upon Request
1	dust both sides			1x		
2	wash both sides of doors				1x	
High Level Bay Cleaning						
1	sweep and damp clean top of all fixtures and horizontal surfaces above 8'					x