

Contract as of July 1, 2021

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9
Common Areas	MON	TUES	WED	THUR	FRI	Monthly	Semi Annual	Annually
Training rooms,Conference Rooms, Hallways, Lobby								
Vacuum all carpeted areas including walk off mats and elevator	X	X	X	X	X			
Spot Clean Walls	X	X	X	X	X			
Polish Drinking Fountains and Pay Phones	X	X	X	X	X			
Empty Waste Baskets	X	X	X	X	X			
Spot Clean All Glass	X	X	X	X	X			
Empty Exterior Ashtrays	X	X	X	X	X			
Dust window sills and blinds and Remove Cobwebs		X			X			
Dust and Wet Mop Stairwells	X	X	X	X	X			
Dust and Wet mop Floors, hallways and entranceways	X	X	X	X	X			
Vacuum upholstered chairs						X		
Clean waste baskets						X		
Clean back door glass						X		
Strip and re wax floors								X
Dust wall hangings			X					
Hot Water extraction all carpet							X	

One day a week

twice a week

twice a week

one day a week

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9
	MON	TUES	WED	THUR	FRI	Monthly	Semi Annual	Annually
Offices								
includes support services								
Vacuum Carpet			X					
Empty Waste baskets	X	X	X	X	X			
Spot clean Walls	X	X	X	X	X			
Wipe exterior of refrigerators, microwaves and tabletops in kitchenettes	X	X	X	X	X			
Dust desks and miscellaneous office furniture	X	X	X	X	X			
Dust Window sills and blinds		X			X			
Dust file Cabinets and credenza	X							
High Dust Cubicles					X			
Sanitize Phones			X					
Clean waste baskets						X		
Vacuum upholstered furniture and chairs						X		
Clean exterior of glass display case and glass bookcases and glass partitions						X		
Detail Vacuum around cubicles						X		
Dust and wipe tables in Library					X			
Hot Water Extraction all Carpet							X	

Reduced to once a week

twice a week

Restrooms	MON	TUES	WED	THUR	FRI	Monthly	Semi Annual	Annually
Clean and Disinfect Toilets and Urinals	X	X	X	X	X			
Clean and Polish Sinks and fixtures	X	X	X	X	X			
Empty Waste Baskets	X	X	X	X	X			
Polish and refill towel and soap dispensers	X	X	X	X	X			
Polish mirrors	X	X	X	X	X			
Replenish Dispensers	X	X	X	X	X			
Sweep and wet mop floors	X	X	X	X	X			
Spot clean walls	X	X	X	X	X			
Dust Partitions					X			
Clean waste baskets						X		
Clean Partitions						X		
Machine Scrub Floors						X		
Thoroughly Wash Walls							X	
Cafeteria								
Dust and wet Mop Floors	X	X	X	X	X			
Wipe Tables and exteriors of microwaves	X	X	X	X	X			
Empty Trash including exterior	X	X	X	X	X			twice a week
Wipe Chairs			X					
Clean/polish sink fixtures	X	X	X	X	X			
Vacuum all walk off mats	X	X	X	X	X			
Pandemic Cleaning	twice a day s 1st & Sprayer 2nd shifts							

Comments:

Signature: _____

Date: _____