

APPENDIX III: Section 13 - Specifications

ATTACHMENT II: SCOPE OF SERVICES

SERVICE	DAILY	WEEKLY	MONTHLY	AS REQ./NEEDED
Offices, Tutor Rooms, Common Areas				
Empty waste receptacles and remove trash to designated area	X			
Empty recycling receptacles and remove articles to designated area				X
Spot clean windows and glass	X			X
Disinfect and polish drinking fountains	X			
Damp wipe/dust furniture		X		X
Clean baseboard and sills			X	X
Dust surfaces within reach and clear of loose paperwork	X			
High/Low edges, remove cobwebs			X	X
Vacuum high traffic carpet areas	X			X
Vacuum all carpet areas		X		
Shampoo all carpet areas				X
Dust mop all hard surfaces	X			
Strip, seal, and wax floors				X
Clubs, Suites, Loge Boxes (Clean as listed under Offices)				
		X		X
Conference Rooms (Clean as listed under Offices plus)				
Clean tables and hard surfaces	X			
Align chairs	X			
Entryways, Stairwells, Landings (Clean as listed under Offices plus)				
Vacuum walk off mats	X			
Sweep debris	X			
Dust handrails				X
Elevators				
Spot clean/polish stainless steel		X		X
Vacuum carpet	X			X
Damp mop hard surfaces		X		
Sweep debris from tracks	X			X
Spot clean washable walls	X			X
Kitchens, Breakrooms, Copyrooms (Clean as listed under Offices plus)				
Refill paper and soap dispensers	X			X
Damp clean table tops, counter tops	X			
Restrooms, Showers, Training Rooms, Locker Rooms (Clean as listed under Offices plus)				
Clean and disinfect toilets, urinals, sinks, fixtures	X			
Refill paper and soap dispensers	X			X
Clean mirrors	X			X
Replace urinal Z-screens			X	X
Damp mop floor	X			
Wipe down shower walls		X		X
Dust lockers				X

