

TYPICAL GENERAL ADMINISTRATIVE OFFICES 60,000 SQ. FOOT BUILDING

AREAS TO BE SERVICED	FREQUENCY
Entrance ways (2, plus the single door to the left check each night)	5x/week
Reception Area- Desk and behind (2 areas)	5x/week
Executive office area upstairs with center cubicles & conference	5x/week
Individual offices (Check offices for trash- if they are in there, do not bother)	5x/week
Perimeter offices and executive area	5x/week
Multi-station offices	5x/week
Individual partitions/ work areas-central cubes	5x/week
Training room- By appointment	
Conference rooms-main is up & others are scattered	5x/week
IT- By Appointment only	
Communications Dept	5x/week
Annual Campaign- cubes and offices	5x/week
Mission Delivery- 3 small offices and cubes	5x/week
Kitchen and break area-big one is upstairs & small break room downstairs	5x/week
All Restrooms- w: 5 stalls up 2nd floor; m: 3 sinks, 3 stalls---down are smaller rr	5x/week
Hallways	5x/week
2 Stairwells	5x/week
Elevator-stainless	5x/week
2 Copy Rooms-recycle plan - please use clear liners so we can see recycled items	5x/week
Parking lot- sweep monthly- check oil blankets and straighten out daily	5x/week
Janitorial storage closets	5x/week
Building exterior- 2 sides power wash, exterior windows, and sidewalk surround monthly (Agreed to 3rd Sat am of each month, possibly 3rd Fri. Eve.Cold water hook up, bottom half of building)	

BASIC SERVICES	FREQUENCY
Exterior trash or ashtrays emptied	5x/week
Clean entry way windows, doors, knobs, jambs, kickplates, entry area	5x/week
Spot clean light switches, doors, door frames, other accessible vertical surfaces	5x/week
Clean counter tops and common tables, free of grime and debris	5x/week
Damp wipe off personal desks each Friday eve, after personnell clear their surfaces	1x/week
Spot clean all other visible/accessible horizontal surfaces	5x/week
Dispose of waste and install new liners, if necessary- Use correct size!	5x/week
Remove recycling, place in proper bins-paper only*cardboard+glass\plastic	5x/week
Clean and disinfect water fountains	5x/week
Wipe down conference tables each evening and check chairs	5x/week
Tidy and replace all furniture to proper positions	5x/week
Clean elevator- interior walls, panels, floor or carpet, tracks, exterior	5x/week
Wipe down all handrails on stairwell	3x/week

Feather dust office furniture, rollers, file cabinets, desk/shelf décor, Mon and Thurs	2x/week
Feather dust all picture frames, clean glass, wall hangings, partition tops (microfiber)	2x/week
Feather dust computer screens, keyboards, fax, copiers, misc. office equip.	2x/week
	x/mont
Damp wipe baseboards and chair bases	2h
	x/mont
Wipe down window sills	1h
Vac out lights that are on the cubicles, half one month, half the other (also fans)	6x/year
Brush clean all air grills, vents, returns(building on rotation; down 1 month, up other)	6x/year
Feather dust window blinds	4x/year

HARD SURFACE FLOORS

	FREQUENCY
Sweep or vacuum all traffic areas	5x/week
Thoroughly mop all areas	5x/week
Replace all moved furniture	5x/week
Clean edges and non-traffic areas	1x/week
	x/mont
Deck brush ceramic to thoroughly clean grout	2h
	x/mont
Machine Buff/shine VCT in kitchen- no wax, just buff	1h
Strip, seal and wax VCT tile priced separately	

CARPETS

	FREQUENCY
Vacuum all traffic areas (will do individual offices at three times a week thoroughly)	5x/week
Replace all moved furniture	5x/week
Spot clean all areas of fresh spills	1x/week
Vacuum corners, edges and non-traffic areas(under desks)	1x/week
Steam clean all carpet priced separately	

RESTROOMS

	FREQUENCY
Spot clean vertical surfaces: walls, doors, and partitions	5x/week
Wipe down horizontal surfaces: counter tops, dispensers, toilets	5x/week
Detail: door handles, kickplates and light switches	5x/week
Clean and disinfect toilets (inc. base and rear)	5x/week
Polish all fixtures	5x/week
Clean all mirrors, surrounding light bulbs	5x/week
Dispose of waste and install new liners	5x/week
Spot clean and/or shine any waste receptacles	5x/week
Feather dust partitions and ledges	5x/week
Low feather dusting: baseboards, toilet bases and beneath sinks	5x/week
Wet mop hard surface floors using germicidal product that smells fresh	5x/week
Restock handsoaps and paper disposables	5x/week
	x/mont
High dusting: brush clean air grills, ceiling fixtures & returns	1h

KITCHEN/BREAK AREA (vinyl)

	FREQUENCY
Spot clean vertical surfaces: cabinets, appliances and walls	5x/week
Load dishwasher with clean coffee pots and run it each night	5x/week
Wipe down horizontal these surfaces: 4 tables, appliances and counter tops	5x/week
Clean and disinfect sink, faucet, surrounding counter	5x/week
Restock any paper disposables	5x/week
Clean exterior of appliances- microwave, dishwasher and fridge wiped	5x/week
Wipe down inside of 3 microwaves + Toaster oven	5x/week
Wipe down interior of 3 refrigerators, throwing out spoiled food (rotation) (2 in kitchen are one week on, one week off. EB Region is twice a month.)	x/mont 2h
High window sills monthly, on top of vending, and on top of fridge monthly	x/mont 1h

WINDOWS & GLASS

	FREQUENCY
Clean entrance way door glass and windows	5x/week
Spot clean glass doors/partitions/mirrors/interior sidelights	5x/week
Monthly Power wash 2 lower sides, windows & sidewalk included (Use cold water hook up, your power washer is ok, no soap. Please squeegee off windows)	

SECURITY AND COMMUNICATION

Make sure all doors are locked. Use dead bolt at 7 pm. Arm security system by 9 pm
Complete punch list and check communication log
Make sure garage is locked up at 6 pm; Turn out all lights except a few night lights.

MATERIALS AND EQUIPMENT

Evening Janitorial provides all cleaning chemicals and equipment\client provides paper goods/liners/soaps
(We can use your vac pac and your power washer)
Careful of hallway marks on walls by janitorial equipment

SERVICE SCHEDULE

Monday to Friday; Window is 5-8:30 or 5:30 -9 PM with 3 team members : out by 9 pm at latest
Start date is January 29th, Monday evening.

ADDITIONAL SERVICES, BILLED SEPARATELY

(2 Refrigerators are request only- Warehouse by request for nominal fee)
Full window cleaning
Carpet cleaning
Strip, seal and wax hard surface flooring
Strip and seal restrooms; acid wash grout