JANITORIAL SERVICE TASK LIST

LOBBY, ENTRYWAYS, ELEVATOR, HALLWAYS, STAIRWAYS, CONFERENCE ROOMS, MAIL ROOM, PRIVATE OFFICES, & ALL OTHER OFFICE AREAS

To Be Performed Each Service:
- Spot clean entryway glass, removing smudges, fingerprints
- Spot clean interior windows and glass doors, removing smudges, fingerprints
- Remove debris from furniture in lobby and common areas
- Damp wipe reception counter
- Damp wipe common work counters and tables
- Damp wipe conference room tables
- Clean and polish stainless steel and control panel in elevator
- Sanitize and polish drinking fountains
- Clean coffee areas, damp wipe counters, rinse pots, polish coffee makers, etc
- Empty garbage and remove debris from cigarette urns near entryways
- Empty wastebaskets, remove garbage and recyclables, replace liners as needed
- Vacuum all carpeting and mats, including carpeted stairs
- Sweep and dust mop all tile floor
- Damp mop all tile floor
- Sweep and damp mop stairways

To Be Performed Weekly:
- Dust all accessible horizontal surfaces, including partitions, window ledges, furnishings, picture frames, file cabinets, equipment tops, etc
- Damp wipe private desks, where cleared
- Damp wipe stairway rails and ledges
- Completely clean and polish entryway glass and metal frames inside and out

To Be Performed Monthly:
- Dust high areas, wall and ceiling vents
- Remove cobwebs from ceiling corners, lights, door jams
**BREAKROOMS**

**To Be Performed Each Service:**
- Polish push plates and kick plates on all doors
- Spot clean cupboards
- Sanitize and polish all fixtures, including faucets, sinks, dispensers, etc
- Damp wipe all counters and tables
- Sanitize and polish all appliances, including coffee makers, microwaves (inside and out), refrigerators (outside only), toasters, etc
- Rinse coffee pots
- Spot clean walls near sinks, wastebaskets and dispensers
- Remove debris from furniture and chairs as necessary
- Refill all paper and handsoap dispensers
- Empty wastebaskets, remove garbage and recyclables, replace liners as needed
- Vacuum all carpeting and mats
- Sweep and dustmop all tile floor
- Damp mop all tile floor

**To Be Performed Weekly:**
- Dust all accessible horizontal surfaces, including window ledges, furnishings, picture frames, vending machines, etc

**To Be Performed Monthly:**
- Dust high areas, wall and ceiling vents
- Remove cobwebs from ceiling corners, lights, door jams
- Remove buildup from around faucets and sink drains
RESTROOMS

To Be Performed Each Service:

- Polish push plates and kick plates on all doors
- Clean and polish mirrors, removing water spots and smudges
- Sanitize and polish all fixtures, including faucets, sinks, counters, dispensers
- Sanitize and polish urinals and toilets, including undersides, rims, lids, bases
- Scrub insides of urinals and toilets using bowl cleaner and bowl mop
- Spot clean walls and partitions near sinks, dispensers, wastebaskets, urinals and toilets
- Refill all paper and handsoap dispensers
- Empty wastebaskets, remove garbage, and replace liners as necessary
- Sweep and damp mop tile floor

To Be Performed Weekly:

- Dust partition tops and light fixtures

To Be Performed Monthly:

- Dust high areas, wall and ceiling vents
- Remove cobwebs from ceiling corners, lights, door jams
- Remove buildup from around faucets and sink drains

SUPPLY ROOM

To Be Performed Each Service:

- Keep all equipment and supplies neat and organized
- Keep posted an MSDS folder with safety information for all chemicals used
- Keep floor swept and clean

ALL AREAS

To Be Performed Each Service:

- Sign in communication log book (to be placed at reception counter or other area)
- Perform security check of building, insuring all doors are locked
- Turn out all lights, except those kept on for security purposes
- Report any irregularities such as doors left unlocked after hours, etc

To Be Performed Monthly:

- 30-Point Inspection by Supervisor (carbon copy to be left for Customer review)