Office Cleaning Specifications - 10,000 SF Above

Task	Daily	2x/Week	3x/Week	Weekly	Bi-Weekly	Monthly	Quarterly	Semi-Annually
Office								
Empty waste and replace liners	x							
Dust mop hard surface flooring			x					
Vacuum carpet and spot clean as needed			x					
Dust desks, tables and other furnishings			x					
Dust sills and ledges within hand reach				x				
Wash glass doors			x					
Wash glass sidelights, partition glass, and desk tops			x					
Clean and polish drinking fountains	x							
Break room								
Sink, countertop and table tops wiped and disinfected	x							
Damp spot mop tile floor and remove spillage as needed	x							
Disinfect and remove finger prints from door facings and from all frequently touched surfaces such as door facing, light switches, door handles, etc.	x							
High dusting of wood and glass surfaces					x			
Low dusting of chairs, baseboards, and louver doors						x		
Damp mop hard surface flooring	x							
Disinfect and remove finger prints from door facings and from all frequently touched surfaces such as door facing, light switches, door handles, etc.	x							
Remove debris from parking lot, sidewalks, and landscaped areas	x							
Dust window blinds						x		
Polish hard surface flooring						x		
Dust grills and air diffusers							x	
Shampoo Carpet								x

Office Cleaning Specifications - 10,000 SF Above

Task	Daily	2x/Week	3x/Week	Weekly	Bi-Weekly	Monthly	Quarterly	Semi-Annually
Lobby & Corridor								
Vacuum and spot clean	x							
Dust mop flooring and spot clean	x							
Dust sills and ledges					x			
Spot clean painted doors, frames, and elevator doors			x					
Spot wash entrance door glass and sidelights	x							
Clean and polish drinking fountain	x							
Empty, clean and polish receptacles	x							
Clean and polish flooring						x		
Perform high and low dusting						x		
Dust or wash signs and signals		x						
Spot wash walls, doors, frames, and baseboards				x				
Dust grills and diffusers							x	
Shampoo Carpet								x
Restrooms								
Empty, damp wipe, and polish receptacles	x							
Restock, damp wipe, and polish dispencers	x							
Wash, sanitize and polish dry all sinks, vanities, commodes, and urinals	x							
Spot clean partition, doors and walls		x						
Clean and polish brightwork	x							
Wash and polish mirrors		x						
Sweep and damp mop flooring	x							
Dust sills and ledges				x				
Dust grills and vents				x				
Scrub hard surface flooring		x						
Clean and polish resilient flooring						x		
Wash doors and partitions		x						
Wash entrance doors			x					