

Office Cleaning Specifications - 3,000 SF Below

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 dispensers		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						