**Janitorial Specifications Sheet**

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| **Item** | | **AVERAGE WEEKLY**  **PERFORMANCE REQUIREMENTS** | | **weekly standard** | | **SQ. FEET OR # OF ITEMS** | | | **S** | **M** | **T** | **W** | **T** | **F** | **S** | **N/A** | | |
| **1.** | | **Office Spaces:** | |  | |  | | |  |  |  |  |  |  |  |  | | |
|  | | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners | | 5x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Dust, wipe and polish window ledges and other horizontal surfaces within reach (such as artwork) | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Dust, wipe and polish accessible surfaces of desks, chairs, tables and other office furniture | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Dust and wipe office equipment | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Spot clean marks next to light switches, doors and door frames | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Brush or vacuum upholstered seating | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Damp wipe and sanitize telephones | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Vacuum carpeted areas | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Spot clean minor carpet stains | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
| **2.** | | **Common Areas/Reception Areas:** | |  | |  | | |  |  |  |  |  |  |  |  | | |
|  | | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Dust off horizontal surfaces (not requiring ladder) | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Dust wipe and polish chairs, desks, tables, counters, pictures, etc. | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Dust and clean director board, glass and any mirrors | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Clean entry door glass | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Spot clean marks next to light switches, doors, door frames, glass and polish bright work | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Sanitize and polish drinking fountains | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Spot clean windows between the kennel and office | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Police immediate exterior of entries for debris | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Maintain office furniture and arrange table and counters in a neat and orderly fashion | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Spot mop floor with disinfectant cleaners | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Vacuum carpeted areas | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
| **3.** | | **Elevator/Stairway/Stockroom Maintenance:** | |  | |  | | |  |  |  |  |  |  |  |  | | |
|  | | Dust floor, and damp mop floor with disinfectant | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Spot clean and polish interior/exterior panels | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Dust floor, and damp mop floor with disinfectant | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Clean and disinfect railings | | Daily | |  | | |  | X | X | X | X | X |  |  | | |
| **4.** | | **Lunchroom/Kitchen Maintenance:** | | |  |  | | |  |  |  |  |  |  |  |  | | |
|  | | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
|  | | Clean tops of garbage cans | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
|  | | Clean lunchroom countertops, tabletops, sinks and hardware | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
|  | | Stock paper towels if needed | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
|  | | Spot clean front of cabinets and major appliances | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
|  | | Wipe clean tables and chairs | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
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|  | | Dust and wipe horizontal surfaces | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
|  | | Dust and damp mop with disinfectant all tiled areas | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
|  | | Vacuum all carpeted areas | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
| **5.** | | **Surgery, Prep and Recovery Areas:** | | |  |  | | |  |  |  |  |  |  |  |  | | |
|  | | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
|  | | Dust and wipe horizontal surfaces within reach, including air vent | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
|  | | Clean and polish counters, wash basins and soap dispensers | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
|  | | Clean and polish chrome fixtures | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
|  | | Fill all paper towel and soap dispensers | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
|  | | Spot clean fronts of cabinets and equipment | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
|  | | Spot clean and polish tables, chairs, scale, etc. | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
|  | | Spot clean and polish mirrors and dispensers | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
|  | | Spot clean marks next to light switches, doors, door frames, glass and polish bright work | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
|  | | Remove gum, tar and other foreign substances from floor | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
|  | | Dust and damp mop with disinfectant all tiled areas | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
|  | | Vacuum all floors under equipment | | | 5 x week |  | | |  | X | X | X | X | X |  |  | | |
| **6.** | | **Restroom Cleaning:** | |  | |  | | |  |  |  |  |  |  |  |  | | |
|  | | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Clean and disinfect all toilet bowls, toilet seats and urinals | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Clean and disinfect counters, wash basins and soap dispensers | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Clean and polish mirrors and dispensers | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Clean and polish chrome fixtures | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Sweep, damp mop and disinfect all restroom floors | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Remove gum, hair and other foreign substances from floor surfaces | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Dust and wipe horizontal surfaces within reach including vent | | 5 x week | |  | | |  | X | X | X | X | X |  |  | | |
|  | | Fill all toilet paper, paper towel, seat covers and soap dispensers | | As needed | |  | | |  |  |  |  |  |  |  |  | | |
|  | | Clean shower stalls with a disinfectant cleaner | | 1x week | |  | | |  | X |  |  |  |  |  |  | | |
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| **7** | | **Secure all lights and doors** | | Daily | |  | | |  | X | X | X | X | X |  |  | | |
| **8** | **Replace light bulbs including outside fixtures and fluorescent tubes (**Bulbs and tubes are furnished by the Agency.) | | As needed | | | |  | As Needed (January through December) | | | | | | | | |  |  |
| **9** | **Carpets**  Spot Cleaning | | As needed | | | |  | As Needed (January through December) | | | | | | | | |  |  |

The property manager will coordinate with the vendor when the following work duties are needed;

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| --- | --- |
| **Strip, seal, and wax all tiled floors:** |  |
| Lunchroom/coffee/kitchen | As needed basis |
| Restroom | As needed basis |
| Stairway, elevator, stock room | As needed basis |
| Fire alarm room | As needed basis |
| **Shampoo carpet/rubber mats and runners** | As needed basis |
| **Wash and disinfect toilet partition walls** | As needed basis |

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| --- | --- |
| **Clean restroom partitions with disinfectant cleaner** | As needed basis |

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| **Dust all blinds** | As needed basis |
| **Wash all blinds** | As needed basis |
| **Wash all light fixtures** | As needed basis |
| **Vacuum and wash all ceiling vents** | As needed basis |
| **Wash interior and exterior sides of windows** | As needed basis |
| **Clean and disinfect inside and outside of all waste receptacles** | As needed basis |
| **Vacuum/clean cloth/vinyl partitions** | As needed basis |