



Cleaning Specifications

[Apartment/Condominium Complex Specifications]

Entrances:	Times/wk	Times/mo	Times/yr
Spot Clean Door Glass and Frames			
High Dust (Vents, Lights, Corners, Blinds)			
Medium Dust (Sills, Horizontal surfaces)			
Low Dust (Chair & Table Legs, Base Boards)			
Spot Clean Walls (No Flat Painted Walls)			
Replace Burnt Out Light Bulbs			
Carpet Cleaning			
Carpet Spotting			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Clean and Burnish Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Polish Stone Floor			

Lobby - Foyer Areas:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace liners as needed)			
Damp Wipe Outside of Trash Can (As needed)			
High Dust (Vents, Lights, Corners, Blinds)			
Medium Dust (Tables, Sills, Horizontal surfaces)			
Low Dust (Chair & Table Legs, Base Boards)			
Cleared Tables (Damp Wipe)			
Clean and Sanitize Telephones			
Spot Clean Painted Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Clean Door Kick Plates			
Straighten Chairs and Tables			
Straighten Magazines on Tables			
Vacuum Carpet			
Detail Vacuum Edges and Along Walls			
Vacuum Floor Mats			
Replace Burnt Out Light Bulbs			
Carpet Spotting			
Carpet Cleaning			
Upholstery Cleaning – Chairs, Sofa, etc.			



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Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Clean and Burnish Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Polish Stone Floor			

Office:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace liners as needed)			
Damp Wipe Outside of Trash Can (As needed)			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)			
Medium Dust (Tables, File Cabinets, Sills, Horizontal surfaces)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
Cleared Desks, Tables (Damp Wipe)			
Clean and Sanitize Telephones			
Spot Clean Painted Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Clean Door Kick Plates			
Damp Mop Office Chair Plastic Mats			
Vacuum Carpet			
Detail Vacuum under Desks and Along Walls			
Vacuum Floor Mats			
Replace Burnt Out Light Bulbs			
Carpet Spotting			
Carpet Cleaning			
Upholstery Cleaning – Office Chairs			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Clean and Burnish Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Polish Stone Floor			



Restrooms:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace Liners as Needed)			
Empty Sanitary Napkin/Tampon Receptacle (Replace Bags as Needed)			
Countertops and Sinks (Clean, Sanitize, Polish)			
Clean and Sanitize Toilets			
Clean and Sanitize Urinals			
Clean Mirrors			
High Dust (Vents, Lights, Corners, Items on Walls)			
Medium Dust (Partitions, Sills, Horizontal surfaces)			
Low Dust (Base Boards)			
Pour Water Down Floor Drain			
Baseboards (Damp Wipe)			
Spot Clean Walls (No Flat Painted Walls)			
Wash Walls (No Flat Painted Walls)			
Clean, Sanitize and Polish Chrome fixtures			
Clean, Sanitize and Polish Stainless Steel Dispensers and Grab Bars.			
Fill Hand Soap, Toilet Tissue, Hand Towel Dispensers			
Fill Sanitary Napkin/Tampon Dispenser			
Dust Partitions			
Doors, Partitions (Spot Clean)			
Clean and Sanitize Door Knobs and Push Plates			
Clean and Sanitize Light Switches			
Clean Door Kick Plates			
Sweep/Vacuum/Damp Mop Floor			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Clean and Burnish Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Polish Stone Floor			



Community Room:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace Liner as Needed)			
Spot Clean Door Glass			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)			
Medium Dust (Tables, Sills, Horizontal surfaces)			
Low Dust (Chair & Table Legs)			
Drinking Fountains (Clean, Polish, Sanitize)			
Cleared Tables (Damp Wipe)			
Clean and Sanitize Telephones			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Spot Clean Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Straighten Chairs and Tables			
Straighten Magazines on Tables			
Dust/Vacuum Fabric Furniture			
Vacuum Carpet			
Detail Vacuum under Desks and Along Walls			
Vacuum Floor Mats			
Replace Burnt Out Light Bulbs			
Carpet Spotting			
Carpet Cleaning			
Upholstery Cleaning – Chairs, Sofa, etc.			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Clean and Burnish Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Polish Stone Floor			
Laundry Room:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace Liner as Needed)			
Clean & Sanitize Countertop			
Clean & Sanitize Outside of Washers and Dryers			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Spot Clean Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Clean and Burnish Floor			
Burnish Floor			
Spray Buff Floor			



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Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Polish Stone Floor			
Exercise Room:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace Liner as Needed)			
Clean & Sanitize Equipment			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Spot Clean Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Clean and Burnish Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Polish Stone Floor			
Storage Room:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace Liner as Needed)			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Spot Clean Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Clean and Burnish Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Polish Stone Floor			
Mechanical Room:	Times/wk	Times/mo	Times/yr
Clean and Sanitize Door Knobs and Push Plates			
Spot Clean Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Clean and Burnish Floor			
Burnish Floor			
Spray Buff Floor			



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Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Polish Stone Floor			
Garage:	Times/wk Times/mo Times/yr		
Empty Trash (Replace Liner as Needed)			
Clean and Sanitize Door Knobs and Push Plates			
Clean and Sanitize Light Switches			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Clean and Burnish Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Polish Stone Floor			
Stairwells:	Times/wk Times/mo Times/yr		
Clean and Sanitize Handrails and Door Knobs			
Police Stairs for Trash or Spills			
Sweep/Vacuum/Mop Treads and Landings			
High Dusting (Ceiling Corners, Light Fixtures)			
Medium Dusting (Hand Rails, Walls, Door Jams)			
Low Dusting (Base Boards)			
Spot Clean Walls (No Flat Painted Walls)			
Replace Burnt Out Light Bulbs			
Carpet Cleaning			
Carpet Spotting			
Strip and Wax Treads and Landings			
Scrub and Recoat Floor Treads and Landings			
Scrub Treads and Landings			
Burnish Landings			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Polish Stone Treads and Landings			
Elevator and Elevator Landings:	Times/wk Times/mo Times/yr		
Clean and Sanitize Push Buttons			
Police area for Trash or Spills			
Sweep/Vacuum/Mop Floor			
High Dusting (Ceiling Corners, Light Fixtures)			
Medium Dusting (wall Panels)			
Low Dusting (Base Boards)			
Spot Clean Walls (No Flat Painted Walls)			
Replace Burnt Out Light Bulbs			
Clean and Polish Stainless Steel Panels			



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Vacuum Carpet			
Carpet Cleaning			
Carpet Spotting			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Clean and Burnish Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Polish Stone Floor			

Hallways:	Times/wk	Times/mo	Times/yr
Clean and Sanitize Handrails and Door Knobs			
Police area for Trash or Spills			
High Dusting (Ceiling corners, Light Fixtures)			
Medium Dusting (Pictures on walls, Hand Railing)			
Low Dusting (Base Boards)			
Spot Clean Walls (No Flat Painted Walls)			
Replace Burnt Out Light Bulbs			
Vacuum Carpet			
Carpet Cleaning			
Carpet Spotting			
Sweep/Vacuum/Mop Floor			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Clean and Burnish Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Polish Stone Floor			