



Cleaning Specifications

[Department Store Specifications]

Entryway:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace Liner as Needed)			
Spot Clean Door Glass			
High Dust (Vents and Lights)			
Medium Dust (Horizontal Surfaces)			
Low Dust (Base Boards)			
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			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Polish Stone Floor			

Check-out stand:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace liners as needed)			
Damp Wipe Outside of Trash Can (As needed)			
Sweep/Vacuum/Damp Mop Floor			
Damp wipe entire area			
Clean and Sanitize Telephones & Switches			
Baseboards (Dust, Damp Wipe)			
High Dust (Vents and Lights)			
Medium Dust (Horizontal Surfaces)			
Low Dust (Base Boards)			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Clean and Burnish Floor			
Burnish Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Polish Stone Floor			



Customer Service:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace liners as needed)			
Damp Wipe Outside of Trash Can (As needed)			
High Dust (Vents and Lights)			
Medium Dust (Horizontal Surfaces)			
Low Dust (Base Boards)			
Sweep/Vacuum/Damp Mop Floor			
Damp wipe entire area			
Clean and Sanitize Telephones & Switches			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
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			

Dressing Rooms:	Times/wk	Times/mo	Times/yr
Remove Trash			
High Dust (Vents and Lights, Tops of Partitions)			
Medium Dust (Horizontal Surfaces)			
Low Dust (Base Boards)			
Sweep/Vacuum/Damp Mop Floor			
Damp wipe – Sanitize Walls and Seats in Booth			
Clean and Sanitize Door Knobs and Push Plates			
Vacuum Carpet			
Clean Carpet			
Remove Spots on Carpet			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Clean and Burnish Floor			
Burnish Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Polish Stone Floor			



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 JANITORIAL SERVICES AND BUILDING MAINTENANCE



Store:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace liners as needed)			
Damp Wipe Outside of Trash Can (As needed)			
Sweep/Vacuum/Damp Mop Floor			
Countertops and Sinks (Clean, Sanitize, Polish)			
Wash Walls (No Flat Painted Walls)			
Replace Burnt out light bulbs			
High Dust (Vents, Lights, Corners, Items on Walls)			
Medium Dust (Tables, Horizontal surfaces)			
Low Dust (Base Boards, Table Legs)			
Spot Clean Walls (No Flat Painted Walls)			
Clean Door Kick Plates			
Clean and Sanitize Telephones & Switches			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Vacuum Carpet			
Clean Carpet			
Remove Spots on Carpet			
Detail Vacuum Along Walls			
Vacuum Floor Mats			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Clean and Burnish Floor			
Burnish Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Polish Stone Floor			

Windows:	Times/wk	Times/mo	Times/yr
Outside Windows			
Inside Perimeter			
Office Inside Glass			

Displays:	Times/wk	Times/mo	Times/yr
Dust			
Clean and Sanitize Touch Points			



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 and Lights)			
Medium Dust (Horizontal Surfaces)			
Low Dust (Base Boards)			
Pour Water Down Floor Drain			
Baseboards (Dust, 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			
Partitions (Dust)			
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			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Polish Stone Floor			



Office 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, 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			
Straighten Chairs and Tables			
Straighten Magazines on Tables			
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			
Office Partition Cleaning			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Clean and Burnish Floor			
Burnish Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Polish Stone Floor			

Back Room:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace liners as needed)			
Damp Wipe Outside of Trash Can (As needed)			
Sweep/Vacuum/Damp Mop Floor			
Replace Burnt out light bulbs			
High Dust (Vents, Lights, Corners, Items on Walls)			
Medium Dust (Tables, Horizontal surfaces)			
Low Dust (Base Boards, Table Legs)			



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Clean Door Kick Plates			
Clean and Sanitize Telephones & Switches			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Vacuum Carpet			
Clean Carpet			
Remove Spots on Carpet			
Detail Vacuum Along Walls			
Vacuum Floor Mats			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Clean and Burnish Floor			
Burnish Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Polish Stone Floor			