



K 12 Cleaning Specifications

Academic and Office Areas

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, Sofa			
Office Partition Cleaning			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			



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JANITORIAL SERVICES AND BUILDING MAINTENANCE



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, Blinds, Items on Walls)			
Medium Dust (Partitions, Sills, Horizontal surfaces)			
Low Dust (Under sinks)			
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			
Replace Burnt Out Light Bulbs			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			



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 JANITORIAL SERVICES AND BUILDING MAINTENANCE



Common areas:	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, File Cabinets, Sills, Horizontal surfaces)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
Drinking Fountains (Clean, Polish, Sanitize)			
Cleared Desks, 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			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			



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Lab, Utility Room:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace liners as needed)			
Damp Wipe Outside of Trash Can (As needed)			
Damp Mop Office Chair Plastic Mats			
Replace Burnt out light bulbs			
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)			
Carpet Spotting			
Carpet Cleaning			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			

Conference Rooms:	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, File Cabinets, Sills, Horizontal surfaces)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
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			
Dust/Vacuum Fabric Furniture			
Vacuum Carpet			



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Detail Vacuum under Table and Along Walls			
Vacuum Floor Mats			
Replace Burnt Out Light Bulbs			
Carpet Spotting			
Carpet Cleaning			
Upholstery Cleaning – Chairs, Sofa			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			

Classrooms:

Times/wk Times/mo Times/yr

	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, File Cabinets, Sills, Horizontal surfaces)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
Clean White Boards			
Clean Chalk Boards			
Cleared Desks, 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			
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, Sofa			



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

Kitchen areas:

Times/wk Times/mo Times/yr

	Times/wk	Times/mo	Times/yr
Empty Trash (Replace Liner)			
Fill Paper Products and Hand Soap Dispensers			
Clean and Polish Dispensers			
Clean Sink, Countertops, Tables			
Sanitize Chairs			
Straighten Chairs and Tables			
Spot Clean Outside of Cabinets			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)			
Medium Dust (Tables, Sills, Horizontal surfaces)			
Low Dust (Chair & Table Legs)			
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			
Clean Door Kick Plates			
Baseboards (Dust, Damp Wipe)			
Clean Outside of Microwave			
Clean Inside of Microwave			
Clean Outside of Refrigerator			
Clean Inside of Refrigerator			
Clean Outside of Stove			
Clean Inside of Stove			
Clean Outside of Dishwasher			
Clean Inside of Dishwasher			
Clean Outside of vending machines			
Sweep/Vacuum, Damp Mop Floors			
Vacuum Floor Mats			
Replace Burnt Out Light Bulbs			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			



Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			

Auditorium:	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)			
Medium Dust (Horizontal surfaces)			
Low Dust (Chair & Table Legs)			
Clean Under Bleachers			
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			
Vacuum Floor Mats			
Replace Burnt Out Light Bulbs			
Carpet Spotting			
Carpet Cleaning			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			

Cleaning Specifications

Name of School

Library

Library:	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, Book Shelves, Sills, Horizontal surfaces)			



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Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
Sanitize Cleared Desks, Tables			
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			
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			
Clean Partitions			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Sanitize drinking fountains/filtered water units			

Office Area:	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)			
Sanitize Cleared Desks and Tables			



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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			
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, Sofa			
Office Partition Cleaning			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff 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, Blinds, Items on Walls)			
Medium Dust (Partitions, Sills, Horizontal surfaces)			
Low Dust (Under sinks)			
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			



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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			
Replace Burnt Out Light Bulbs			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			

Conference Rooms:

Times/wk Times/mo Times/yr

	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, File Cabinets, Sills, Horizontal surfaces)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
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			
Dust/Vacuum Fabric Furniture			
Vacuum Carpet			
Detail Vacuum under Table and Along Walls			
Vacuum Floor Mats			
Replace Burnt Out Light Bulbs			
Carpet Spotting			
Carpet Cleaning			
Upholstery Cleaning – Chairs, Sofa			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			



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Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			

Common areas: **Times/wk Times/mo Times/yr**

Common areas:	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, File Cabinets, Sills, Horizontal surfaces)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
Drinking Fountains (Clean, Polish, Sanitize)			
Cleared Desks, 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			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			



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Computer Classroom:	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, File Cabinets, Sills, Horizontal surfaces)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
Sanitize Cleared Desks and Tables			
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			
Dust Mop/Vacuum Hard Floor			
Damp Mop Floor			
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			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			



Cleaning Specifications

Name of School

Gymnasium

Gymnasium:	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)			
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)			
Sanitize drinking fountains/filtered water units			
Clean Door Kick Plates			
Dust Mop Floor			
Damp Mop Floor			
Replace Burnt Out Light Bulbs			
Refinish Wood Floor			
Scrub Floor			

Sports Court:	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)			



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Medium Dust (Sills, Horizontal surfaces)			
Low Dust (Chair & Table Legs)			
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			
Sanitize drinking fountains/filtered water units			
Replace Burnt Out Light Bulbs			
Dust Mop Floor			
Damp Mop Floor			
Scrub Floor			

Shower & Locker Rooms:

Times/wk Times/mo Times/yr

	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)			
Medium Dust (Sills, Horizontal surfaces)			
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			
Replace Burnt Out Light Bulbs			
Low/High Pressure Clean Floor			
Scrub Floor			
Spray Buff Floor			



Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			

Cleaning Specifications

Name of School

Health Center

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)			
Sanitize Fitness Equipment			
Clean and Sanitize Light Switches			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Clean Door Kick Plates			



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 JANITORIAL SERVICES AND BUILDING MAINTENANCE



Sweep/Vacuum, Damp Mop Floors			
Vacuum Carpet			
Detail Vacuum Corners and Along Walls			
Vacuum Rubber Floor Mats			
Replace Burnt Out Light Bulbs			
Carpet Spotting			
Carpet Cleaning			
Upholstery Cleaning – Chairs, Sofa			
Office Partition Cleaning			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub 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, Blinds, Items on Walls)			
Medium Dust (Partitions, Sills, Horizontal surfaces)			
Low Dust (Under sinks)			
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)			



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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			
Replace Burnt Out Light Bulbs			
Scrub and Recoat Floor			
Scrub Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			

Physicians Office & Private Offices:

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)			
Sanitize Cleared Desks and Tables			
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			
Sweep/Vacuum/Damp Mop Floor			
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, Sofa			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			

Cleaning Specifications

Name of School

Day Porter

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)			



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 JANITORIAL SERVICES AND BUILDING MAINTENANCE



Clean and Sanitize Toilets			
Clean and Sanitize Urinals			
Clean Mirrors			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)			
Medium Dust (Partitions, Sills, Horizontal surfaces)			
Low Dust (Under sinks)			
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			
Replace Burnt Out Light Bulbs			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			

Lobbies, Vestibule and Waiting 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 (Horizontal surfaces)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			



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Sanitize Cleared Desks and Tables			
Sanitize drinking fountains/filtered water units			
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			
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, Sofa			
Dust Mop/Vacuum Hard Floor			
Damp Mop Floor			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			