



# Cleaning Specifications

[Daycare Cleaning Specifications]

<b>Entrance:</b>	<b>Times/wk</b>	<b>Times/mo</b>	<b>Times/yr</b>
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)			
Medium Dust (Horizontal surfaces)			
Low Dust (Base Boards)			
Spot Clean Door Glass			
Clean and Sanitize Door Knobs			
Clean and Sanitize Push Plates			
Baseboards (Dust, Damp Wipe)			
Spot Clean Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Replace Burnt Out Light Bulbs			
Vacuum Carpet			
Vacuum Floor mats			
Sweep/Vacuum/Damp Mop Floors			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			

<b>Lobby:</b>	<b>Times/wk</b>	<b>Times/mo</b>	<b>Times/yr</b>
Empty Trash (Replace Liner as Needed)			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)			
Medium Dust (Tables, Cabinets, Sills, Horizontal surfaces)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
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			
Dust/Vacuum Fabric Furniture			
Vacuum Carpet			
Detail Vacuum Corners and Edges			
Vacuum Floor Mats			
Replace Burnt Out Light Bulbs			
Carpet Spotting			
Carpet Cleaning			
Upholstery Cleaning – Chairs, Sofa, etc.			
Sweep/Vacuum/Damp Mop Floors			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			

<b>Storage Room:</b>	<b>Times/wk</b>	<b>Times/mo</b>	<b>Times/yr</b>
Empty Trash (Replace Liner as Needed)			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)			
Medium Dust (Tables, Cabinets, Sills, Horizontal surfaces)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
Clean and Sanitize Door Knobs			
Clean and Sanitize Push Plates			
Baseboards (Dust, Damp Wipe)			
Spot Clean Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Replace Burnt Out Light Bulbs			
Vacuum Carpet			
Vacuum Floor Mats			
Carpet Spotting			
Carpet Cleaning			
Sweep/Vacuum/Damp Mop Floors			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			



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

**Classrooms:** **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, Cabinets, Sills, Horizontal surfaces)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
Cleared Desks, Tables (Clean and Sanitize)			
Clean and Sanitize Telephones			
Clean and Sanitize Door Knobs			
Clean and Sanitize 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 Corners and Edges			
Vacuum Floor Mats			
Replace Burnt Out Light Bulbs			
Carpet Spotting			
Carpet Cleaning			
Upholstery Cleaning – Chairs			
Sweep/Vacuum/Damp Mop Floors			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			



**Playrooms:** **Times/wk Times/mo Times/yr**

Empty Trash (Replace Liner as Needed)			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)			
Medium Dust (Tables, Cabinets, Sills, Horizontal surfaces)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
Cleared Tables (Clean and Sanitize)			
Clean and Sanitize Telephones			
Clean and Sanitize Door Knobs			
Clean and Sanitize Push Plates			
Baseboards (Dust, Damp Wipe)			
Spot Clean Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Dust/Vacuum Fabric Furniture			
Vacuum Carpet			
Detail Vacuum Corners and Edges			
Vacuum Floor Mats			
Replace Burnt Out Light Bulbs			
Sweep/Vacuum/Damp Mop Floors			
Carpet Spotting			
Carpet Cleaning			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			

**Sleep rooms:** **Times/wk Times/mo Times/yr**

Empty Trash (Replace Liner as Needed)			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)			
Medium Dust (Tables, Cabinets, Sills, Horizontal surfaces)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
Cleared Tables (Clean and Sanitize)			
Clean and Sanitize Telephones			
Clean and Sanitize Door Knobs			
Clean and Sanitize Push Plates			
Baseboards (Dust, Damp Wipe)			



Spot Clean Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Vacuum Carpet			
Detail Vacuum Corners and Edges			
Vacuum Floor Mats			
Replace Burnt Out Light Bulbs			
Sweep/Vacuum/Damp Mop Floors			
Carpet Spotting			
Carpet Cleaning			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
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 and Sanitize Sink, Countertops, Tables			
Wipe down and Sanitize Chairs			
Straighten Chairs and Tables			
Spot Clean Outside of Cabinets			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)			
Medium Dust (Tables, Cabinets, 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			
Clean and Sanitize Push 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			
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			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			

**Restrooms:**

**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, Blinds, Items on Walls)			
Medium Dust (Tables, Cabinets, Sills, Horizontal surfaces)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
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			
Replace Burnt Out Light Bulbs			
Clean Door Kick Plates			
Sweep/Vacuum/Damp Mop Floor			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			

**Windows:**

**Times/wk Times/mo Times/yr**

Outside Windows			
Inside Perimeter			
Office Inside Glass			