



## Areas to be Serviced and Cleaning Tasks

### Lobby & Reception

### General Office Area

### Private Offices

- Each visit, the front door glass will be cleaned on the inside and outside surfaces (weather permitting).
- Each visit, the trash and recycle receptacles will be emptied, cleaned as necessary and the liners replaced as required.
- Each visit, all mats and carpeted floors will be vacuumed.
- Each visit, all tiled floors will be swept and damp mopped.
- Each visit, all laminate floors will be swept and damp mopped.
- Each visit, all cleared desktops, filing cabinets and other horizontal surfaces will be cleaned.
- Weekly, all office equipment; computer monitors, keyboards, printers etc., will be dusted.
- Weekly, all high furniture, picture frames and wall adornments, will be dusted.
- Weekly, all telephones will be cleaned.
- Weekly, all windowsills will be dusted.
- Weekly, all radiators will be dusted.
- Weekly, large marks will be removed from walls, interior glass, light switches, doors and doorframes.
- Weekly, the water coolers and fountains will be cleaned and disinfected.
- Weekly, all cobwebs will be removed.
- Monthly, upholstered chairs will be vacuumed and leather chairs will be wiped. The base and frames of these chairs will be cleaned.

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### **Washrooms**

- Each visit, the trash receptacles will be emptied, cleaned as necessary and the liners replaced as required.
- Each visit, the tiled floors will be swept and damp mopped.
- Each visit, all washroom supplies will be replenished.
- Each visit, all toilets, sinks and other fixtures will be cleaned and sanitized.
- Each visit, all mirrors, taps, handles and other bright work will be polished.
- Weekly, the partitions and walls will be spot cleaned.
- Weekly, cobwebs will be removed.

### **Lunchroom**

- Each visit, the trash receptacles will be emptied, cleaned as necessary and the liners replaced as required.
- Each visit, the tiled floors will be swept and damp mopped.
- Each visit, the appliances will be cleaned on the outside surfaces.
- Each visit, the microwaves will be cleaned, inside and outside.
- Each visit, the sinks and counters will be cleaned.
- Weekly, the front of the kitchen cabinets will be cleaned.
- Weekly, cobwebs will be removed.