

Services To Be Performed by Vendor
Frequency of Services:
General, Private Offices, Lobby, Lounge, etc.

Daily

1. Empty wastebaskets and paper shredders
2. Transport trash to designated area. Trash must be placed in proper container bags and secured so loose material will not spill
3. Clean all glass and doors in lobby area.
4. Dust all furniture including desks, chairs and tables; do not disturb papers on desks, tables, cabinets, etc.
5. Dust all telephones
6. Clean and sanitize drinking fountains
7. Low dust all horizontal surfaces to hand height (70") including shelves, molding, ledges
8. High dust above hand height all horizontal surfaces, including shelves, molding, ledges
9. Empty ashtrays/butt collectors located at the building exterior doorways and gazebo areas.

Weekly

1. Clean and sanitize telephones
2. Remove finger prints from doors, frames, light switch, kick and push plates, handles, railings.
3. Sweep and mop north and south stairwells.

Monthly

1. Remove dust and cobwebs from ceiling areas, diffuser outlets
2. Wipe all baseboards with damp mop

Bimonthly

1. Dust venetian blinds

Washrooms

Daily

1. Clean, sanitize and polish all vitreous fixtures, including toilet bowls, urinals and hand basins
2. Clean and sanitize all flush rings, drain and overflow outlets
3. Clean and polish all chrome fittings
4. Clean and sanitize toilet seats
5. Clean and polish all glass and mirrors
6. Empty all containers and disposals; insert liners as required
7. Wash and sanitize exterior of all containers
8. Remove spots, stains, splashes on and near hand dryers