

CLEANING FREQUENCY SCHEDULE

5 NIGHT CLEANING, SUNDAY - THURSDAY!

Basement & First Floor Shall Be Combined and Scored As One Floor For Grading Purposes.

CLEANING ACTIVITY

SERVICE FREQUENCY

Restrooms

Clean and Service	<u>5 Nights</u>
Scrub & Recoat Floors	<u>Annually</u>
Strip & Refinish Floors	<u>Annually</u>

Offices/Conference Rooms

Damp Mop Floors	<u>Weekly</u>
Dust Cabinets	<u>Semi-Monthly</u>
Dust Credenzas	<u>On Request</u>
Dust Desks	<u>On Request</u>
Dust Furniture	<u>Semi-Monthly</u>
Dust Mop Floors	<u>Weekly</u>
Dust Pictures	<u>Semi-Monthly</u>
Dust Shelves	<u>Semi-Monthly</u>
Empty Trash	<u>2 Nights</u>
Vacuum Carpet	<u>Weekly</u>
Vacuum Upholstery	<u>Quarterly</u>

Student Lounge & Kitchen 120-A PLEASE NOTE CORK FLOOR

Clean Counter Tops & Sinks	<u>3 Nights</u>
Clean Table Tops	<u>3 Nights</u>
Damp Mop Floors	<u>3 Nights</u>
Dust Mop Floors	<u>3 Nights</u>
Empty Trash	<u>5 Nights</u>

Lobbies

Clean Entryway Glass	<u>Weekly</u>
Dust Furniture	<u>Weekly</u>
Empty Trash	<u>2 Nights</u>
Vacuum Carpet	<u>3 Nights</u>

Hallways

Damp Mop Floors	<u>Weekly</u>
Dust Mop Floors	<u>3 Nights</u>
Empty Trash	<u>2 Nights</u>
Vacuum Carpet	<u>3 Nights</u>

Trash Receptacles

Change Trash Bags	<u>As Needed</u>
Clean	<u>As Needed</u>