

## GENERAL CLEANING GUIDELINES

|   | Each Service                                 | Weekly                                | Monthly             | Quarterly |
|---|--|---------------------------------------|---------------------|-----------|
| <b>GENERAL DUSTING (WITH TREATED CLOTH)</b>                                   |  |                                       |                     |           |
| File Cabinets   |  | X                                     |                     |           |
| Office Machinery  |  | X                                     |                     |           |
| Office Partitions<br>& Overheads  |  | X                                     |                     |           |
| Bookshelves   |  | X                                     |                     |           |
| Tables  |  | X                                     |                     |           |
| Other Furniture   |  | X                                     |                     |           |
| Windowsills   |  | X                                     |                     |           |
| Mini-Blinds   |  |                                       | X                   |           |
| <b>LOW DUSTING (WITH TREATED CLOTH)</b>                                       |  |                                       |                     |           |
| Chair Rails & Legs  |  |                                       | X                   |           |
| Desk & Table Legs   |  |                                       | X                   |           |
| Baseboards  |  |                                       | X                   |           |
| Ledges  |  |                                       | X                   |           |
| Vents   |  |                                       | X                   |           |
| <b>HIGH DUSTING (WITH TREATED CLOTH)</b>                                      |  |                                       |                     |           |
| Ledges  |  |                                       | X                   |           |
| Wall Picture Frames   |  |                                       | X                   |           |
| Door Frames   |  |                                       | X                   |           |
| Ceiling Vents 9'<br>& Below   |  |                                       |                     | X         |
| <b>FLOORS</b>   |  |                                       |                     |           |
| Carpeted Traffic<br>Paths & Open Areas  | Vacuumed                                     |                                       |                     |           |
| All Carpet: Including<br>kneeholes, behind<br>doors, under/behind<br>moveable |  | Thoroughly Vacuumed                   |                     |           |
| Carpet Edges<br>& Corners   |  |                                       | Thoroughly Vacuumed |           |
| Tile Floors   | Swept w/Treated<br>Dust Mop<br>& Spot Mopped | Thoroughly Mopped<br>as needed        |                     |           |
| Mats & Runners  | Spot Cleaned                                 | Thoroughly Vacuumed<br>or Damp Mopped |                     |           |

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|--|--------------------------------|------------------------|-----------|-----------|
| <b>DESKS (PAPERS &amp; PERSONAL ITEMS WILL NOT BE DISTURBED)</b> |                                |                        |           |           |
| Dusted with Cloth  |                                | X                      |           |           |
| Polished or Damp Wiped   |                                | As Needed              |           |           |
| Computer Screens if Turned Off                                   |                                | X                      |           |           |
| Desk Accessories   |                                | X                      |           |           |
| Telephones   |                                | Sanitized Weekly       |           |           |
| <b>ENTRANCE &amp; RECEPTION AREAS</b>                            |                                |                        |           |           |
| Glass Entrance Doors (Both Sides)                                | X                              |                        |           |           |
| Reception Partition (Both Sides)                                 | X                              |                        |           |           |
| Floors (Vacuumed or Damp Mopped)                                 | X                              |                        |           |           |
| Carpeted Mats (Vacuumed or Damp Mopped)                          | X                              |                        |           |           |
| Magazines  | Stacked & Arranged             |                        |           |           |
| Upholstered Furniture  |                                |                        | Vacuumed  |           |
| Reception Desk   |                                | Damp Wiped             |           |           |
| Tabletops  |                                | Polished or Damp Wiped |           |           |
| <b>RESTROOMS</b>   |                                |                        |           |           |
| Toilet Bowls   | Sanitized                      |                        |           |           |
| Urinals  | Sanitized                      |                        |           |           |
| Sinks  | Sanitized                      |                        |           |           |
| Bright Metal   | Polished                       |                        |           |           |
| Trash Containers   | Spot Cleaned                   |                        |           |           |
| Trash Removal & Liners Replaced                                  | X                              |                        |           |           |
| Glass & Mirrors  | X                              |                        |           |           |
| Floors   | Sweep, Damp Mopped & Sanitized |                        |           |           |
| Walls (around sinks & dispensers)                                | Splash Marks Removed           |                        |           |           |
| Ceramic Walls  | Spot Cleaned                   |                        |           |           |
| Partition Walls & Doors  | Spot Cleaned                   |                        | Sanitized |           |
| Dispenser Units  | Polished/Dusted                |                        |           |           |
| Dispensers Checked & Restocked                                   | X                              |                        |           |           |



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|---|--------------------------------------|----------------------|--------------------|-----------|
| <b>LUNCHROOM/ KITCHEN &amp; COFFEE AREAS</b>  |                                      |                      |                    |           |
| Tables  | Damp Wiped                           |                      |                    |           |
| Counter Tops  | Damp Wiped                           |                      |                    |           |
| Chairs  | Spot Cleaned                         |                      |                    |           |
| Exterior of Cabinets  | Spot Cleaned                         | X                    |                    |           |
| Bright Metal  | Polished                             |                      |                    |           |
| Trash Containers  | Spot Cleaned                         |                      |                    |           |
| Trash Removed<br>& Liners Replaced  | X                                    |                      |                    |           |
| Vending Machines  | Spot Cleaned                         |                      |                    |           |
| Floors  | Vacuumed or<br>Swept & Damp Mopped   |                      |                    |           |
| Microwave Ovens   | Spot Cleaned<br>(Inside and Outside) |                      |                    |           |
| <b>MISCELLANEOUS CLEANING</b>   |                                      |                      |                    |           |
| Upholstered Furniture   |                                      |                      | Vacuumed           |           |
| Vinyl Furniture   |                                      |                      | Damp Wiped & Dried |           |
| Water Fountains   | Sanitized & Polished                 |                      |                    |           |
| Fingermarks on Doors,<br>Switches & Woodwork  |                                      | X                    |                    |           |
| Plastic Chair Mats  |                                      | Spot Cleaned         |                    |           |
| Trash Disposal &<br>Liner Replacement   | X                                    |                      |                    |           |
| Empty Shredders   | X                                    |                      |                    |           |
| Outside of Trash Cans   | Spot Cleaned                         |                      |                    |           |
| Cobwebs from Windows<br>& Corners   |                                      | Removed<br>as Needed |                    |           |
| Restocking Supplies:<br>Toilet Paper, Paper<br>Towels, Hand Soap,<br>Hand Sanitizer, Urinal<br>Blocks/Screens, Trash<br>Liners, Air Fresheners,<br>etc. | Checked, then Restocked<br>as Needed |                      |                    |           |

**MEDICAL & DENTAL OFFICES:** Special attention will be given in examination rooms, treatment rooms, dental operatory and areas to insure a high level of sanitation and overall cleanliness.

Prior to cleaning, it is the client's responsibility to ensure that personal items, accessories, paperwork, and any other belongings are cleared away. This is essential for the cleaner to effectively dust bookshelves, desks, windowsills, file cabinets, and ledges. Desks cluttered with paperwork and/or containing open liquid containers will not be cleaned.

Clients may have specific requests, preferences or requirements that deviate from these guidelines. Guidelines should be used in conjunction with the Client Work Order to ensure all specified and agreed upon requirements are met.