

## **Attachment B JANITORIAL SERVICES**

### Daily Service Five (5) Days Per Week

1. Replace light bulbs as needed.
2. Empty all waste containers.
3. Damp clean lobby counters.
4. Clean and sanitize rest room fixtures, mirrors, exposed pipes, etc.
5. Clean splash marks from walls of rest room.
6. Dust mop hard surface areas, rest rooms, break areas, food service and/or lunch rooms.
7. Wet mop floors in rest rooms, break areas, food service and/or lunch rooms, including under counters/ shelves, sinks and refrigerators/freezers.
8. Refill soap, towel and paper containers.
9. Clean mirrors in rest rooms.
10. Clean and sanitize drinking fountains.
11. Clean entrance glass.
12. Damp clean table tops in break areas and food service and/or lunch rooms.
13. Clean sinks and counters in food service and/or lunch rooms.
14. Sweep entryways.
15. Spot clean carpets of small spills, footprints, etc.
16. Keep janitor closets clean and orderly.
17. Plunge toilets as needed.

### Twice Weekly Service

1. Dust all desks, chairs, tables, filing cabinets and other office furniture.
2. Vacuum all carpeting completely.

### Monthly Service

1. Vacuum dust and dirt accumulation from air-conditioning vents.
2. Remove cobwebs from building interior.
3. Dust blinds/ window coverings.
4. Dust areas higher than seven (7) feet.
5. Dust tops of desk cabinets, files, chair rungs, baseboards, and picture frames.
6. Vacuum upholstered furniture.
7. Clean hand marks/ graffiti from building interior.
8. Clean lobby directories and fire extinguisher glass.
9. Buff hard surface floors, as appropriate for floor type.

### Quarterly Service (4 x per year)

1. Wash outside windows.
2. Change HVAC filters.
3. Scrub and wax floors, as appropriate for floor type.
4. Scrub rest room floors.

*(continued)*

Triannual Service (3 x per year)

1. Wash inside windows and partitions.
2. Damp clean window/ door blinds.
3. Clean all carpeted areas.

Annual Service

1. Strip seal and wax floors, applying two coats of wax finish, as appropriate for floor type.