

HOUSEKEEPING FREQUENCIES

TASKS/AREAS	DAY MAID	NIGHTLY	WEEKLY	MONTHLY	QUARTERLY	ANNUALLY	AS NEEDED	UPON REQUEST	NOT APPLICABLE
OFFICE AREAS									
Dust all desk tops. Items will not be moved		X							
Disinfect telephone receivers and cradles			X						
Dust all file cabinets			X						
Straighten magazines and/or other items in reception areas	X	X							
Empty waste receptacles and replace liners as needed		X							
Clean exterior and interior of waste receptacles				X					
Dust and spot mop all hard-surface floors		X							
Vacuum all carpeted areas, including walk-off mats		X							
Spot clean walls, doors, door frames, sills and ledges			X						
Dust picture frames and moldings			X						
Dust vertical surfaces on furnishings			X						
Dust light fixtures, ventilation grills and light reflectors				X					
Remove bugs from light lenses				X					
Damp wipe all baseboards				X					
Dust venetian blinds				X					
Polish/buff tiled flooring			X						
LOBBY, HALLS and STAIRWELLS									
Clean glass doors, interior and exterior	X	X							
Vacuum/Mop reception area completely		X							
Clean interior of elevator cabs, including walls, floors		X							
Clean elevator tracks		X							
Empty and clean cigarette urns	X	X							
Vacuum exterior walk-off mats		X							
Police planters in lobby for debris	X	X							
Vacuum common area hallways		X							
Sweep and damp mop stairwells			X						
Dust stair rails			X						
High dust in lobby area			X						

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BREAKROOMS									
Empty waste receptacles and replace liners as needed	X	X							
Clean exterior and interior of waste receptacles				X					
Disinfect counter surfaces	X	X							
Mop all hard-surface floors		X							
Clean, treat and/or buff tiling			X						
Strip/wax tiled flooring							X		
Replenish consumable supplies	X	X							
Detail clean and sanitize all microwaves		X							
Detail clean and sanitize all refrigerators			X						
Restock all breakroom supplies	X	X							
Make coffee	X								
RESTROOMS									
Disinfect basins, all toilet surfaces and urinals with quaternary disinfectant	X	X							
Disinfect counter surfaces	X	X							
Dust and refill soap, toilet paper, towel, sanitary products dispensers	X	X							
Polish mirrors and brightwork	X	X							
Disinfect partition surfaces	X	X							
Wash all wall surfaces with disinfectant	X	X							
Polish metal surfaces	X	X							
Dust or vacuum restroom air vents			X						
Properly dispose of biohazardous waste in restrooms	X	X							
Dust restroom light fixtures			X						

[illegible]

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