

Sample Office Janitorial Cleaning Specifications

Trash Removal:

Per visit:

All office trash cans are to be emptied including:

- a. All suite and public trash cans including ATM trash.
- b. All restroom trash cans.

All trash cans are to have liners: they are to be replaced as needed.

All trash cans are to be put back in their proper places.

Trash cans are to be wiped clean.

All trash is to be removed and placed in the appropriate dumpster.

Vacuuuming of Carpeted Areas:

Per visit:

All carpeted areas are to be vacuumed.

- a. Desks should be vacuumed around and underneath.
- b. All chairs and trash cans are to be moved for complete cleaning.

All carpeted areas are to be spot cleaned using professional spot cleaning kit, major stains reported to Account Manager for proper attention.

Hard Surface Floors: (Including stairwells)

Per visit:

Hard surface floors are to be dust mopped.

Hard surface floors are to be damp mopped to remove all soil including ATM room.

Painted floors in mechanical/storage area are to be spot cleaned as needed.

Windows:

Per Visit:

All entrance and lobby glass dusted and spot cleaned; smudges and fingerprints removed.

Inside office partition glass & conference room windows spot cleaned.

Perimeter windows spot cleaned (interior surfaces).

Rest rooms:

Per visit:

Bathrooms are to completely cleaned as follows:

- a. All bathroom mirrors are to be cleaned.
- b. All trash is to be collected & removed.
- c. All floors are to be damp mopped with a disinfectant solution.
- d. All dispensers, fixtures, sinks, and counters are to be cleaned and polished with a disinfectant solution.
- e. Toilets and urinals are to be scrubbed with a brush using disinfectant, cleanser, or toilet bowl cleaner, and are to be completely wiped clean on the exterior.
- f. Restock all paper products, hand soaps, seat covers. (Consumables supplied per unit costs or by customer)
- g. Spot clean walls, partitions, and doors.

Dusting and Detailing:

Per Visit:

Dust and clean interior wall décor.

Dust and clean horizontal surfaces of workstations (high to low) – do not clean computers, electronics, or plants.

Do not move paperwork on desks but clean cleared areas of desks.

Spot clean doors, frames, walls, switches, and light fixtures.

Clean and disinfect kitchen, kitchenette & break room counters, tables, and sinks.

Spot clean walls.

Dusting and Detailing (Cont.):

Weekly:

Wipe clean and polish conference room furniture.

Sanitize conference room and common area phones.

Straighten and organize magazine tables and conference room furniture.

Detail clean elevator, including doors, walls, polishing stainless, floors and thresholds, lights and controls.

Wipe clean ATM's.

Closing activities: (per customer request on unoccupied building):

Per visit:

All lights will be shut off.

- a. Specific lights can remain on per customer request.

Internal doors will be locked and rechecked, per requests.

All utility closets will be straightened out and locked.

Building alarm will be set, doors locked and rechecked