

Attachment A JANITORIAL TASK & FREQUENCY SCHEDULE

THE TABLE BELOW DETAILS THE CADENCE WORK IS COMPLETED

Continuous (DAILY) shall include a minimum of ax's daily	C/D
Daily	D
Weekly	W
Monthly	M
Semi-Annually	SA
Annually	A
Quarterly	Q
As Needed	A/N
As Requested	A/R

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DESCRIPTION	COMMON AREAS	CAFETERIA KITCHEN	SHELTER/DORM ROOMS	RESTROOMS	SHOWER LOCKER ROOMS	EXTERIOR GROUNDS	PARKING LOT
FLOORS & MATS							
Collect Trash	C/D	C/D	C/D	C/D	C/D	C/D	C/D
Replace Receptacle Liners	C/D	C/D	C/D	C/D	C/D	C/D	N/A
	A/N	A/N	A/N	A/N	A/N	A/N	
Wash/Disinfect Trash Receptacles (in/out)	C/D	C/D	C/D	C/D	C/D	C/D	N/A
	A/N	A/N	A/N	A/N	A/N	A/N	
Sweep/Dust non-carpeted Floors	C/D	C/D	C/D	C/D	C/D	N/A	N/A
	A/N	A/N	A/N	A/N	A/N		
Vacuum Carpeted Floors	C/D	C/D	C/D	C/D	C/D	N/A	N/A
	A/N	A/N	A/N	A/N	A/N		
Scrub/Mop (with disinfect) non-carpeted Floors	C/D	C/D	C/D	C/D	C/D	N/A	N/A
	A/N	A/N	A/N	A/N	A/N		
Strip/Wax/Buff non-carpeted Floor Surfaces	Q	Q	Q	Q	Q	N/A	N/A
	A/R	A/R	A/R	A/R	A/R		
Strip/Scrub Dirt Build-up on non-carpeted Floor Surfaces	Q	Q	Q	Q	Q	N/A	N/A
	A/R	A/R	A/R	A/R	A/R		
Clean Baseboards	D	D	D	D	D	N/A	N/A
Remove Gum, Scuff Marks, Stains and Debris from Floors	D	D	D	D	D	D	D
Sweep, Vacuum, Clean Floor Mats	C/D	C/D	C/D	C/D	C/D	C/D	N/A
	A/N	A/N	A/N	A/N	A/N	A/N	
Spot Clean Soiled Carpet	C/D	C/D	C/D	C/D	C/D	N/A	N/A
	A/N	A/N	A/N	A/N	A/N		
Shampoo Carpeted Areas	Q	Q	Q	Q	Q	N/A	N/A
	A/R	A/R	A/R	A/R	A/R		
FLAT/HORIZONTAL SURFACES & FURNITURE							
Dust/Disinfect and Polish Furniture	C/D	C/D	C/D	C/D	N/A	N/A	N/A
Dust/Disinfect Flat Surfaces	C/D	C/D	C/D	C/D	C/D	N/A	N/A
Polish Metal, Brass and Woodwork Surfaces	C/D	C/D	C/D	C/D	C/D	N/A	N/A
Clean Corners (around movable and non-movable objects)	C/D	C/D	C/D	C/D	C/D	N/A	N/A
Remove Gum, Stains and Debris from Surfaces	C/D	C/D	C/D	C/D	C/D	C/D	C/D
Dust and Clean Vents, Ledges, A/C & Heating Surfaces	C/D	C/D	C/D	C/D	C/D	N/A	N/A
Dust and Clean Light Fixtures and Covers	C/D	C/D	C/D	C/D	C/D	N/A	N/A
Clean, Disinfect, and Polish Water Fountains/Dispensers	C/D	C/D	C/D	C/D	C/D	N/A	N/A
Clean and Disinfect Telephones	C/D	C/D	C/D	C/D	C/D	N/A	N/A
Wash Light Fixtures (removing covers for thoroughly washing)	C/D	C/D	C/D	C/D	C/D	N/A	N/A

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Dust Any Floor Lights, Fans and Free Standing Units	C/D	C/D	C/D	C/D	C/D	N/A	N/A
Remove Cobwebs	C/D	C/D	C/D	C/D	C/D	N/A	N/A
WINDOWS & WINDOW TREATMENTS							
Dust /Clean Window Treatments	D	D	D	D	D	D	N/A
Dust and Clean Windows (in/out)	D	D	D	D	D	N/A	N/A
Dust and Clean Window Ledges	D	D	D	D	D	D	N/A
Wash Window Shade/Treatments	M	M	M	M	M	N/A	N/A
Polish Windows (in/out)	D	D	D	D	D	N/A	N/A
Remove Cobwebs	D	D	D	D	D	D	N/A
HIGH/LOW VERTICAL SURFACES & FIXTURES							
Clean/Wipe-down Wall Surfaces	C/D	C/D	C/D	C/D	C/D	N/A	N/A
Clean Corners (around movable and non-movable objects)	C/D	C/D	C/D	C/D	C/D	N/A	N/A
Dust and Clean Vents, Ledges, A/C & Heating Surfaces	C/D	C/D	C/D	C/D	C/D	N/A	N/A
High Dusting (Pipes, Ceiling, Vents, Fixtures etc.)	C/D	C/D	C/D	C/D	C/D	N/A	N/A
Dust and Clean Light Fixtures and Covers	C/D	C/D	C/D	C/D	C/D	N/A	N/A
Wash Light Fixtures (removing covers for thoroughly washing)	D	D	D	D	D	N/A	N/A
Clean & Polish Doors, Door Glass, Handles, Knobs, Jambs, Transom, Kick Plates and Door Checks (in/out)	C/D	C/D	C/D	C/D	C/D	N/A	N/A
Remove Cobwebs	D	D	D	D	D	N/A	N/A
BATHROOM, LOCKER ROOM & SHOWER ROOM FLOORS							
Sweep (first) Mop (with Disinfectant) Restroom Floors	C/D	C/D	C/D	C/D	C/D	N/A	N/A
Sweep (first) Mop (with Disinfectant) Shower Room Floors	C/D	C/D	C/D	C/D	C/D	N/A	N/A
BATHROOM, LOCKER ROOM & SHOWER ROOM SURFACES							
Clean and Disinfect Walls, Doors & Partitions (including hardware)	C/D	C/D	C/D	C/D	C/D	N/A	N/A
Clean and Disinfect ALL Surfaces of Toilets/Urinals	C/D	C/D	C/D	C/D	C/D	N/A	N/A
Clean and Disinfect All Knobs and Fixtures	C/D	C/D	C/D	C/D	C/D	N/A	N/A
TOILETS, URINALS, & BASINS							
Check and Replace Deodorizers	C/D	C/D	C/D	C/D	C/D	N/A	N/A
Clean and Disinfect Walls, Doors & Partitions (including hardware)	C/D	C/D	C/D	C/D	C/D	N/A	N/A

