

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 |

THIS LIST IS NOT INTENDED TO BE A COMPLETE LIST OF DAILY TASK. SERVICES ARE NOT LIMITED TO THE BELOW AND ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE COTR

| 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 |

