

Description of Janitorial Services

Services to be Rendered

Daily Cleaning (Monday-Friday)

Vacuuming/Sweeping and mopping Lobby area and front. Dust all furniture and wipe/disinfect counters.

Sweeping all hard floor surfaces and mopping as needed.

Restrooms – Clean and Disinfect – also included are doors and latches. Sweep and mop daily.

(Clean sinks, mirrors, toilets, counters, dispensers, and trash cans)

Empty trash in all rooms

Doorknobs and light plate disinfect

Counters – Clean and Disinfect

Replenish toiletries and soap in restrooms (if needed)

Clean break room area – Disinfect counters, tables, and chairs. Clean sinks in all kitchen areas

(use lime away as needed)

Clean and disinfect drinking fountains

Clean out the microwaves in the breakroom

Clean the coffee decanters in the breakroom with urn cleaner

Weekly Cleaning

In addition to daily cleaning:

Vacuum all common areas, including offices

Dust all furniture and surfaces other than desks

Shine appliances

Front doors/windows

Pour Bleach down the vent traps in restrooms

Lobby plexiglass (special cleaning solution)

Clean out refrigerator - end of week

Mop all hard floors

Monthly Cleaning (Once a Month)

Vacuum/Mop under easily moveable furniture

Clean window seals/ledges

Clean the refrigerator in board room

Quarterly (Once every three months)

Dust picture frames

Spider webs off walls, corners, etc.

Dust baseboards

Deep clean restrooms. This includes stall walls, tops of stalls, mirror frames, tile on walls, etc.

Dust wooden doors and cabinets

Semi-Annual Cleaning

Windows – inside and out (or as needed)

Clean ledges in lobby and board room (Ladder will be provided)

In addition, may be responsible for performing minor repairs and maintenance as needed within the facilities and/or reports items needing maintenance and repair to management.

Services to be provided after 5:00 p.m. and before 8 a.m. Monday through Friday. Scheduling conflicts are possible, depending on activities taking place at the Cooperative. Contractor is responsible for not interfering with meetings in progress.

It shall be understood that all work in the housekeeping line will be taken care of whether or not it is included in the detailed specifications. Upon agreement by both parties.