

# CLEANING SERVICES

## Lobby and Rear Entrance

- Floors vacuumed / mopped
- Doors cleaned / disinfected
- Glass cleaned / disinfected
- Furniture dusted and vacuumed
- Trash emptied / disinfected
- General dusting

## Restrooms / Bathrooms

- Floors swept and mopped
- Sinks cleaned / disinfected
- Toilets cleaned / disinfected
- Partitions cleaned / disinfected
- Trash emptied / disinfected
- Countertops cleaned / disinfected
- Doors cleaned / disinfected
- Mirrors cleaned
- General dusting

## Hallways, Floors General Cleaning (Tile, Carpeted)

- Floors vacuumed / mopped / swept
- Water fountain cleaned / disinfected
- Door fixtures cleaned
- Baseboards cleaned
- Tile cleaned / dust mopped
- Dust pictures / artwork

## General Rooms

- Floors vacuumed / mopped
- Doors cleaned
- Furniture dusted and cleaned
- Trash emptied / disinfected
- General dusting

## Office Areas

- Trash emptied / disinfected
- Furniture lightly dusted
- Floors vacuumed / cleaned
- Window ledges dusted
- Blinds dusted
- Ceiling fans dusted

## Break Areas

- Floors vacuumed / cleaned
- Appliances wiped / cleaned
- Tables wiped / cleaned / disinfected
- Trash emptied / disinfected
- General dusting

## Exercise Areas

- Floors vacuumed
- Equipment cleaned / disinfected
- Shower cleaned / disinfected
- Partitions cleaned / disinfected
- Toilets cleaned / disinfected
- Trash emptied / disinfected
- Mirrors cleaned

## Common Areas

- Stairs vacuumed / mopped
- Trash emptied / disinfected
- Elevators cleaned / disinfected

## Cleaning Supply Room

- Clean and rinse mops
- Storeroom organized
- Trash emptied / disinfected

## Exam Rooms

- Floors swept and mopped
- Blood / fluid pathogens kit as reqd.
- Sinks cleaned / disinfected
- Trash emptied / disinfected
- General dusting

## Executive Areas

- Floors vacuumed
- Doors cleaned / disinfected
- Glass cleaned / disinfected
- Furniture dusted and cleaned
- Trash emptied / disinfected
- General dusting

## Copy Rooms

- Floors vacuumed / swept / mopped
- General dusting
- Trash emptied / disinfected

## Windows

- Phased rotation cleaning
- Inside windows streak removal
- Inside windows spot removal

## Hallways, Floors Detailed (Tiled, Carpeted)

- Stripping, waxing and deep cleaning available upon request
- Evaluated based on need (cost savings)
- Phased rotation cleaning

## Training

- Basic cleaning techniques
- Safety training
- Time management
- Organizational training
- Supply system setup