



CLEANING SCHEDULE

OFFICE AREAS

Daily (Five Times Per Week)

- Vacuum all carpets completely
- Empty and wipe clean all waste receptacles
- Gather all trash and remove to designated trash areas
- Dust desks and counter tops
- Dust all horizontal surfaces of exposed horizontal ledges (six feet or less from floor)
- Spot clean interior partition glass and entrance glass
- Spot clean all fingerprints from around door frames, light switches, walls, and door handles
- Clean all rest rooms, as per Rest Room Schedule
- Spot clean corridor walls
- Clean interior glass doors
- Spot clean all carpets
- Lock all doors

Weekly

- Dust picture frames and book shelves
- Dust door, window frames and window sills
- Wash partition and entrance glass
- Dust low edges and molding
- Dust high ledges and molding
- Dust baseboards
- Dust blinds
- Clean all telephone receivers with disinfectant treated cloth

Monthly

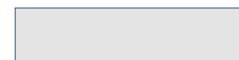
- Damp wipe and polish furniture
- Vacuum chairs and couches
- Clean all A/C vents and grilles

Quarterly

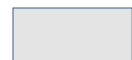
- Brush upholstered furniture
- Dust walls and doors
- Clean blinds

Annually

- Wash all light fixtures inside and out
- Wash all air diffusers and air return vents



Cleaning Company
of America



Customer
Initials

REST ROOMS

Daily (Five Times Per Week)

- Sweep and wet mop floors with germicidal detergent.
- Clean all surfaces of basins, bowls, and urinals with germicidal detergent, wiping excess liquid off same and adjacent walls, fixtures and partitions
- Clean and refill rest room dispensers with supplies making sure there is no soap residue in spout
- Wash and polish mirrors, wash basins, basin fixtures and bright work, making sure there is no residue buildup at the base of bright work or basin fixtures
- Wash both sides of toilet seats with germicidal detergent. Wipe splatter of adjacent walls, fixtures, and partitions
- Spot clean rest room walls, partitions and partition doors, removing streaks, smudges, fingerprints, and graffiti
- Empty and remove trash. Replace plastic waste receptacle liners, as required
- Empty and wipe clean all ashtrays

Weekly

- Wash down partitions, including doors, hinges and seams

Monthly

- Dust all A/C vents and adjacent ceiling tiles
- Machine scrub all floors

Quarterly

- Wash air diffusers and air return vents

KITCHEN

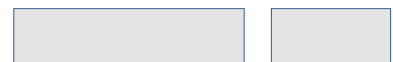
Daily (Five Times Per Week)

- Sweep and mop all floors
- Polish all bright work
- Wipe down all cabinets
- Clean and disinfect all surfaces

COMMON AREAS

Daily (Five Times Per Week)

- All trash receptacles are to be emptied and trash removed to a collection point
- Empty ashtrays, wet wipe and dry polish
- Vacuum all carpeting
- Spot clean carpeted area
- Clean and polish drinking fountains
- Thoroughly dust all horizontal surfaces, including window sills, chairs, tables, pictures, and all manner of furnishings
- Damp wipe all horizontal surfaces to remove stains and spillage.
- Dust mop hard surface floors with a treated dust mop
- Damp mop hard surface floors to remove any spillage from soiled areas
- Damp wipe fingerprints on entrance metal and glass



CONTINUATION OF COMMON AREAS

Daily (Five Times Per Week)

- Polish all bright metal work including: lettering, lobby sign directories and mail chuted
- Clean public telephones and spot clean booths
- Pick up all trash including: paper, wrappers, cigarette butts and other debris
- Clean and arrange all equipment in janitor closet each night and empty vacuum cleaner bags, check belts and sweep floors
- Clean entrance glass and doors as needed

Weekly

- Dust picture frames and shelves
- Dust door, window frames and window sills
- Dust low edges and molding
- Dust high edges and molding
- Dust baseboards

Monthly

- Damp wipe and polish furniture
- Vacuum chairs and couches
- Clean all A/C vents, grilles and adjacent ceiling tiles

BRIDGE

Daily (Five Times Per Week)

- Mop all stains and spills
- Dust mop all hard surface floors
- Dust all horizontal surfaces of exposed horizontal ledges (six feet or less from floor)

ELEVATORS

Daily (Five Times Per Week)

- Sweep and mop floors with neutral cleaner
- Damp clean and dry polish elevator doors and bright metal work
- Clean and polish elevator tracks and thresholds
- Wipe down elevator interior panels and walls
- Polish all metal and elevator doors and frames with stainless steel polish

Weekly

- Dust elevator ceiling and light fixtures
- Wipe dirt and smudges marks from walls
- Garage elevator shall be cleaned weekly

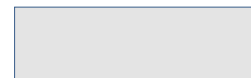
STAIRWELL

Weekly

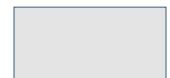
- Sweep stairs and landing
- Dust handrails
- Damp mop spillage

Monthly

- Damp mop stairs and landings



Cleaning Company
of America

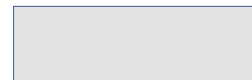


Customer
Initials

NOTE

Our Cleaning Schedule sets us apart from other companies in that our supervisors follow it to the letter. All work that is included in this schedule is actually performed every night as part of a checklist that is strictly adhered to by all AMERICLEAN personnel.

Cleaning operations shall commence after 6:00 PM and shall be completed prior to 11:00 PM of the same day. This Cleaning Schedule is a standard minimum of AMERICLEAN BUILDING MAINTENANCE, INC. and may be modified, added to, or substituted to include client's specifications and maintenance procedures.



Cleaning Company
of America



Customer
Initials