

ATTACHMENT 2 GENERAL CLEANING SERVICES

FACILITY – VARIOUS DOWNTOWN FACILITIES		DATE , 20__						
	DAILY TASKS	M	Tu	W	Th	F	Sa	Su
1.	Empty and put new liners in wastebaskets. Damp wipe, if necessary.							
2.	Empty desk recycling totes into large recycling bin.							
3.	Spot clean walls, light switches and doors.							
4.	Damp mop floors, including stairs and landings, remove any gum, tar or other foreign matter.							
5.	Clean and/or polish conference room furniture and meeting room furniture.							
6.	Vacuum carpet (Office areas vacuumed 2 times per week, common area everyday). Spot clean carpets as needed using extraction or bonnet cleaning method. Includes courtrooms and adjacent rooms.							
7.	Dust all horizontal ledges, furniture, desks and equipment. (Office areas dusted 2 times per week.) Includes courtroom judge bench/clerk & witness areas.							
8.	Brush all fabric upholstery, as needed.							
9.	Clean and sanitize drinking fountains.							
10.	Dust all unobstructed work areas.							
11.	Do other general and emergency cleaning as required.							
12.	Report any maintenance defects to the County Representative.							
13.	Keep custodial closet clean and orderly.							
14.	Wash all door glass and adjacent panels (interior & exterior).							
15.	Vacuum floor mats and wash as necessary.							
16.	Clean and polish interior and exterior of elevators.							

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17.	Sweep and mop elevator floors. Vacuum elevator door tracks.								
18.	Damp mop floor, clean tables in break rooms.								
19.	Damp wipe all vending machines associated with break rooms.								
20.	Dust mop marble floors/wall in Justice Center Annex.								
21.	Sweep stairwells no less than 3 times per week.								
22.	Wipe down, sweep and mop elevators in the Employee Garage								
23.	Clean guard office the Judges Garage. Sweep and clean up debris in garage as necessary.								
24.	Disinfect all bathroom fixtures and "high touch" areas including door handles, light switches, sinks, water fountains, vending machines, copier buttons, public counter areas, public seating areas, etc								

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FACILITY – VARIOUS DOWNTOWN FACILITIES		DATE _____, 20__						
	<b>DAILY SERVICE – KITCHEN AREA (If Applicable)</b>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
1.	Clean sinks with detergent / disinfectant.							
2.	Clean counters with detergent / disinfectant.							
3.	Re-supply paper towels and soap dispenser. Wipe down dispensers.							
4.	Damp wipe walls, as necessary.							
5.	Empty and reline trash cans.							
6.	Damp mop floors with cleaner/disinfectant.							
	<b>DAILY SERVICE – RESTROOMS</b>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
1.	Clean basins with detergent / disinfectant. Clean and shine bright work.							
2.	Clean toilets and urinals using detergent / disinfectant.							
3.	Damp wipe all ledges.							
4.	Clean mirrors, soap dispensers, wash basins, paper towel dispensers, and all plumbing fixtures.							
5.	Clean under basins, around toilets and urinals.							
6.	Damp wipe walls, light switches and doors.							
7.	Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkins liners, sanitary napkins, etc. ( <b>USE ONLY ANTI-BACTERIAL OR ANTI MICROBIAL SOAP .</b> )							
8.	Wet mop floors using detergent / disinfectant.							
	<b>DAILY SERVICE – OUTSIDE</b>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
1.	Sweep and pick up trash around buildings and doorways within a radius of twenty feet.							
2.	Empty and put in new liner bag in trash cans under any covered area around buildings.							

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3.	Empty and reline all trash cans that are under cover at parking garages							
4.	Wash down steps and walks, as required; keeping them free of gum, tar and other foreign matter. (May have to be pressure cleaned.)							
5.	Sweep cobwebs and dust from walls around entrance and windows.							
6.	Shake and sweep down exterior floor mats.							
7.	Empty and clean all smoking urns. Refill sand, if applicable.							
8.	Canvas and pick up trash and debris from the parking lot throughout the day.							
9.	Sweep berries from around banyan tree at the Old Courthouse especially during "shedding" times.							
10.	Pick up trash within a 5 foot radius around parking garages.							
	<b>WEEKLY TASKS</b>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
1.	High dust all office areas.							
2.	Dust vertical and horizontal surfaces.							
3.	Dust Venetian blinds.							
4.	Brush and vacuum all upholstered furniture and modular panels, as needed.							
5.	Scrub all non-skid tile floor areas, if applicable.							
	<b>WEEKLY MASTER RECYCLING BIN SERVICE</b>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
1,	Take bin(s) to designated location for servicing and return once they are emptied.							

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	MONTHLY SERVICE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.	Vacuum all air conditioning grills and returns. Damp wipe with all purpose cleaner, if necessary. Do not remove grills.												
2.	Clean first floor light covers (external only).												
3.	Dust fans, if applicable.												
4.	Pressure wash steps and walks as needed.												
5.	Wash all first floor exterior window glass.												
6.	Scrub ceramic tile and grout in tile areas.												
7.	Spray buff or burnish all vinyl surfaced areas and Justice Center Marble floor.												
8.	Clean light covers in elevators as needed.												
	QUARTERLY SERVICE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.	Strip and re-wax all hard floors.												
2.	Clean interior window glass.												
3.	Clean carpet by extraction method. <b>Spills and heavily soiled areas are to be spot cleaned in between regularly scheduled carpet cleanings.</b>												
	SEMIANNUAL SERVICE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

