

Service Description	Weekly	Monthly	Yearly
Empty general waste containers and transport to collection sites	5X		
Empty recycle collection containers and transport to collection site	1X		
Public Restroom Cleaning and Restock	5X		
Restock paper towel dispensers, soap, and liquid soap dispensers	5X		
Dust mop and wet mop hard floor surfaces	2X		
Vacuum carpet, mats or rugs	1X		
Clean white boards	1X		
Dust, clean furniture and building fixtures		1X	
Spot clean walls and partition glass	2X		
Dust blinds, vacuum drapes and upholstery			1X
Building window cleaning		1X	
Corridor floor tiles- spray buffing		1X (every other month)	
Corridor and room carpet shampooing			1X
Corridor and room tile stripping and waxing			1X
Corridor walls: Spot cleaning	2X		
Complete wall washing			1X
Main Entryways: Vacuum carpet/mats, wash partition glass, empty trash containers and transport to collection sites	5X		
Stairway: Spot clean walls and doors, dust mop and wet mop	1X		
Elevator: Clean tracks and wash walls		1X	