

APPENDIX B – TASKS & FREQUENCIES - GENERAL SERVICE

I. CUSTODIAL SERVICE SCHEDULES

The Contractor shall, within ten (10) working days after the effective date of the Contract, submit a work schedule to the City's Representative(s) for review and approval. Said work schedule shall be based on a twelve-month calendar identifying and delineating the time frames for the required work by the day of the week, morning or afternoon.

The Contractor shall submit revised schedules when actual performance differs substantially from planned performance. Said revisions shall be submitted to the City's Representative(s) for review, and if appropriate, approval, within five (5) working days prior to scheduled time for the work.

At the discretion of the building Representative(s), monthly meetings between the Contractor and the building Representative(s) may be scheduled to determine progress and address any changes in schedules, problem areas, etc.

- a. **Hours and Days of Custodial Services:** The Contractor shall perform work in accordance with pre-approved schedules during City business or non-business hours, depending on the needs of the building where work is performed. Changes in schedule by the City may be made with five (5) business days advance written notice to the Contractor. The Contractor must notify the City's Representative(s) of any problems or service interruptions within twenty-four (24) hours or next business day. Unavoidable service disruptions may be made up, subject to the sole discretion of the City's Representative(s). Service interruptions without justification or approval of the City's Representative(s) shall be subject to action provided in Payment Deductions/ Contractor's Non-Compliance.

The Contractor shall provide adequate staffing to perform the required services during the prescribed times. Any changes in the days and hours of service shall be subject to approval by the City.

- b. **On-Call Services:** The Contractor shall be available for on-call services twenty-four (24) hours a day. The Contractor shall respond to non-emergency on-call requests within four

(4) hours after notification by City Representative or as mutually scheduled and agreed to by the Contractor and City Representative. The Contractor shall respond to all requests for on-call emergencies within one (1) hour after notification by the City Representative.

For emergency on-call requests, the City shall not pay a minimum call-out charge in excess of three (3) hours of labor, at one and one-half times the regular hourly labor rate.

- c. **Relief for Absenteeism and Vacation:** The Contractor shall provide relief personnel as necessary and work overtime as necessary at no cost to the City to ensure that the Routine Services, Special Coverage, and Projects are performed as required.

If the Contract Manager is absent, the Contractor shall provide a competent replacement that has the authority to carry out the terms and provisions of the Contract.

- d. **Shift Report:** At the beginning of each work shift, the Contract Manager shall report to the Contract Administrator, or the Contract Administrator's designated representative, any area assignments that are not filled.

The Contractor shall prepare, keep on file and furnish a copy to the Contract Administrator by the end of each work shift, a shift report that includes the following information for the previous work shift:

- a. A list of the names of all personnel present for work, showing the name of each person for each Area Assignment and the number of hours worked by each person in each such assignment, as certified by Contractor's time records.

- b. A list of projects completed the past day, ready for inspection by the Contract Administrator.

- e. **Daily Task / Log Posting:** An outline of task requirements and schedule for each building shall be kept with each custodial crew. A posted document shall state daily and other frequency tasks with an area for the lead worker to sign off immediately after completion on the day. Additionally, each custodial crew must sign in and sign out of each building or building group every time they provide service.

II. **PERFORMANCE STANDARDS**

The Contractor shall perform the Routine Services Tasks in accordance with the frequencies defined in *Appendix B: Tasks and Frequencies, General Services*.

The Contractor shall perform the Special Coverage and Project Services Tasks when ordered by the Contract Administrator by written Project Work Order.

The Contractor shall perform the Routine Services Tasks, Special Coverage, and Projects using equipment and chemicals meeting the requirements contained in the Equipment Section and in the Chemical Section of the Specifications and in conformance with the standards contained in this section of the Specifications. The Contractor shall follow the instructions provided by the manufacturers of such items in every case.

Unless exempted by the Contract Administrator, the Contractor shall remove all non-fixed furnishings such as tables, seats, chairs, desks, carts, trash and ash receptacles, storage containers, etc. prior to performing a Project and return such items after the completion of the Project.

The Contractor shall move or tilt all items such as tables, seats, chairs, desks, carts, trash and ash receptacles, storage containers, etc. as required to perform the Services next to, under or above such items.

The Contractor shall return to their appropriate locations all items moved by the Contractor during the performance of the Service, in public and common-use areas, and the Contractor shall return all furniture to its appropriate configuration.

The Contractor shall provide and use adequate barricades and signs to provide sufficient warning prior to, during and after the performance of Services.

- a. **Non-Specific Tasks:** The Contractor shall perform miscellaneous activities as directed by the Contract Administrator. The hourly price shall include the cost of any tool, item of equipment, chemical or supply if such type of item is used in performing Routine Services as defined in the Specifications.
- b. **Empty and Service Trash Receptacles:** The Contractor shall empty and return to their appropriate locations all wastebaskets, cigarette ash receptacles and other trash containers. The Contractor shall remove all litter, cans, papers, and other containers marked '*trash*'. The Contractor shall keep trash in Recycle Containers separated from other trash. The Contractor shall remove all collected trash to area(s) on the site or within the building as designated by the Contract Administrator in such a manner as to prevent the adjacent area from becoming littered by such trash.

The Contractor shall replace all obviously soiled or torn trash receptacle liners with new trash receptacle liners. The Contractor shall replace such liners in such a manner as to present a neat uniform appearance. The Contractor shall use damp cloths and detergent solution or crème cleanser and scrub pads to remove non-permanent stains and soil from the interior and exterior of trash receptacles.

- c. **Empty and Service Recycling Containers:** The Contractor shall empty and return to their appropriate locations all recycling containers. The Contractor shall keep trash in Recycle Containers separated from other trash. The Contractor shall remove all collected recycle materials to area(s) on the site or within the building as designated by the Contract Administrator in such a manner as to prevent the adjacent area from becoming littered by such materials.

The Contractor shall replace all obviously soiled or torn recycling receptacle liners with new receptacle liners. Contractor shall replace such liners in such a manner as to present a neat uniform appearance. The Contractor shall use damp cloths and detergent solution or crème cleanser and scrub pads to remove non-permanent stains and soil from the interior and exterior of recycle receptacles.

- d. **Refresh Trash Receptacles:** The Contractor shall empty and return to their appropriate locations all wastebaskets, cigarette ash receptacles and other trash containers that may become filled or near filled before the next scheduled cleaning or policing of the area. The Contractor shall remove all litter, cans, papers, and other containers marked “*trash.*”

The Contractor shall replace all obviously soiled or torn trash receptacle liners with new trash receptacle liners. The Contractor shall replace such liners in such a manner as to present a neat uniform appearance. The Contractor shall use damp cloths, and detergent solution or crème cleanser and scrub pads to remove non-permanent stains and soil from the exterior of trash receptacles.

- e. **Remove Litter:** The Contractor shall remove unsightly soil and litter. If the litter cannot be removed by hand, the Contractor shall use a carpet vacuum on carpeted floors or broom or dust mop and damp mop on non-carpeted floors.
- f. **Dust Furniture Surfaces:** The Contractor shall use dusting tools, treated dust cloths or vacuum cleaners with dusting attachments to remove all dust, lint, litter, dry soil, etc. from the surfaces of chairs, telephones, lamps, tables, cabinets, shelves, and other types of furniture and surfaces which are not considered to be building surfaces or building fixtures. Papers, typewriters, calculators, computers, staplers, and other similar desk items are not to be disturbed. The Contractor shall accomplish dusting by the removal of soil from the area - not by moving it from one surface to another.

- g. **Dust Building Surfaces:** The Contractor shall use dusting tools, treated dust cloths or vacuum cleaners with dusting attachments to remove all dust, lint, litter, dry soil, etc. from the surfaces of ledges, heater convectors, window sills, fire extinguishers, counter tops, walls, door frames and sills, ceiling mounted fans, fixtures, partitions, rails, blinds, and other types of fixtures and surfaces which are not considered to be furniture surfaces or specialty equipment such as test equipment, computers, typewriters, calculators etc. below 9 feet from the floor surface. The Contractor shall dust up to a height of 20 feet from the floor surfaces at the interior and exterior of exterior entry areas. The Contractor shall accomplish dusting by the removal of soil from the area - not by moving it from one surface to another.
- h. **Spot Clean Building Surfaces:** The Contractor shall use clean damp cloths, scrub pads, spray bottles of detergent solution, glass cleaner, or crème cleanser to remove smudges, fingerprints, marks, streaks, tape, etc. from the surfaces of ledges, windows, partition glass, window sills and blinds, fire extinguishers, counter tops, walls, doors, door frames and sills, pictures, partitions, rails, and other types of fixtures and surfaces which are not considered to be furniture surfaces or specialty equipment such as test equipment, computers, typewriters, calculators etc. below 9 feet from the floor surface. The Contractor shall perform spot cleaning up to a height of 10 feet from the floor surface at the interior and exterior of exterior entry areas. The Contractor shall polish stainless steel surfaces with glass cleaner and soft clean cloths. The Contractor shall use a clean cloth and stainless steel polish to remove smudges, fingerprints, marks, streaks, tape, etc. that glass cleaner cannot remove. The Contractor shall remove excess stainless steel polish.
- i. **Spot Clean Drinking Fountain:** The Contractor shall use germicidal detergent, neutral detergent, lotion cleanser and a clean cloth to remove visible soil from drinking fountains.
- j. **Spot Clean Fixtures:** The Contractor shall use clean cloths (except inside toilet bowls and urinals where the Contractor shall use bowl mops) to remove visible soil from all surfaces of toilets, lavatories, urinals and showers and adjacent surfaces. The Contractor shall use crème cleanser and scrub pads to remove soil not removed by the cloths and germicidal detergent solution. The Contractor shall use dry cloths to dry metal surfaces of faucets, handles, valves, etc. The cloths used in spot cleaning toilets, urinals and other surfaces contaminated with urine or feces shall be a color readily distinguishable from cloths used on other surfaces and fixtures. The Contractor shall use a plumbing plunger to unstop clogged toilets.
- k. **Spot Clean Furniture Surfaces:** The Contractor shall use clean damp cloths, scrub pads, spray bottles of detergent solution, glass cleaner, or crème cleanser to remove

smudges, fingerprints, marks, streaks, tape, etc. from the surfaces of chairs, telephones, cleared surfaces of desks, lamps, tables, cabinets, shelves, and other types of furniture and surfaces that are not considered to be building surfaces or building fixtures. Typewriters, calculators, papers, computers, staplers, and other similar desk items are not to be disturbed.

- l. **Clean Furniture:** The Contractor shall use clean damp cloths, scrub pads, spray bottles of detergent solution, glass cleaner, or crème cleanser to completely damp wipe and remove smudges, fingerprints, marks, streaks, tape, etc. from the surfaces of chairs, tables, cabinets and other furniture.
- m. **Spot Clean Appliances – Exterior Surfaces Only:** The Contractor shall use spray bottles of germicidal detergent solution, clean cloths, scrub pads and crème cleanser to remove all obvious soil, streaks, smudges, etc. from the outside of refrigerators, ovens, surface units, dishwashers, washers, dryers, and microwave ovens, toasters and other kitchen appliances. After cleaning and disinfecting, surfaces shall be free of streaks, stains, spots, smudges, scale, and other removable soil.
- n. **Clean Appliances:** The Contractor shall use spray bottles of germicidal detergent solution, clean cloths, scrub pads and crème cleanser to remove all obvious soil, streaks, smudges, etc. from the inside and outside of refrigerators, ovens, surface units, dishwashers, washers, dryers, microwave ovens, toasters and other kitchen appliances. The Contractor shall use oven cleaner inside of kitchen ovens. After cleaning and disinfecting, surfaces shall be free of streaks, stains, spots, smudges, scale, and other removable soil. Oven cleaner shall be used on hard-to-remove soil from ovens. In staff lounges, the Contractor is only responsible for cleaning the exterior surfaces of appliances.
- o. **Clean and Disinfect Drinking Fountains:** The Contractor shall use spray bottles of germicidal detergent solution, clean cloths, scrub pads and crème cleanser to remove all obvious soil, streaks, smudges, etc. from the drinking fountains and cabinets; then, the Contractor shall disinfect all porcelain and polished metal surfaces including the orifices and drain. After cleaning and disinfecting, the entire drinking fountain shall be free of streaks, stains, spots, smudges, scale, and other removable soil.
- p. **Clean and Disinfect Fixtures:** The Contractor shall use spray bottles or pump-up sprayers, to apply germicidal detergent solution to all surfaces of washbasins, toilets, urinals, showers, shower curtains, and adjacent surfaces. The Contractor shall use clean cloths (except inside toilet bowls and urinals where the Contractor shall use bowl mops) to remove soil from all surfaces of these fixtures and adjacent surfaces. The Contractor shall use crème cleanser and scrub pads to remove soil not removed by the cloths and

germicidal detergent solution. The Contractor shall use dry cloths to dry metal surfaces of faucets, handles, valves, etc. The cloths used in cleaning and disinfecting toilets, urinals and other surfaces contaminated with urine or feces shall be a color readily distinguishable from cloths used on other surfaces and fixtures. The Contractor shall use a plumbing plunger to unstop clogged toilets.

- q. **Clean Writing Board Erasers and Trays:** The Contractor shall use a vacuum cleaner and utility brush to remove chalk dust and marker dust from writing board erasers and writing board trays.
- r. **Disinfect Building and Fixture Contact Surfaces:** The Contractor shall use a disposable cleaning cloth and germicidal detergent solution to damp wipe and disinfect contact surfaces such as doorknobs, push plates, handrails, and dispenser levers.

The Contractor shall avoid spreading germs from surface to surface by using different surfaces of the cleaning cloth on different contact surfaces and disposing of the cleaning cloth when it becomes soiled or there are no surfaces of the cleaning cloth that have not been contaminated.

- s. **Disinfect Storage Shelves:** The Contractor shall use a disposable cleaning cloth and germicidal detergent solution to damp wipe and disinfect surfaces used for storage in custodial closets and custodial storage areas.

The Contractor shall avoid spreading germs from surface to surface by using different surfaces of the cleaning cloth on different contact surfaces and disposing of the cleaning cloth when it becomes soiled or there are no surfaces of the cleaning cloth that have not been contaminated.

- t. **Refill Dispensers:** The Contractor shall check and refill each toilet paper dispenser, hand soap dispenser, paper towel dispenser, toilet seat cover dispenser, etc. The Contractor shall place supplies in dispensers in accordance with the directions of the supplier and dispenser manufacturers. The Contractor shall wipe surfaces adjacent to hand soap dispensers to remove spillage and leakage.
- u. **Refresh Dispensers:** The Contractor shall check and refill each toilet paper dispenser, hand soap dispenser, paper towel dispenser, toilet seat cover dispenser, etc. that may become empty before the next scheduled cleaning or policing of the area. The Contractor shall place supplies in dispensers in accordance with the directions of the supplier and dispenser manufacturers. The Contractor shall wipe surfaces adjacent to hand soap dispensers to remove spillage and leakage.

- v. **Descalc Toilets and Urinals:** The Contractor shall use acid-type bowl cleaner and nylon bowl mops to remove scale, scum, mineral deposits, rust stains, etc. from the insides of toilet bowls and urinals. Contractor shall make reasonable attempts to unclog toilet or urinal with plunger or auger.
- w. **Disinfect All Surfaces:** The Contractor shall use cloths, squeegees and germicidal detergent solution from spray bottles or pump-up sprayers to damp wipe and disinfect all surfaces of furniture, fixtures, walls, partitions, doors, etc.
- x. **Dust Mop, Sweep or Vacuum Hard Surface Floors:** The Contractor shall use a treated dust mop, broom or vacuum to remove soil and litter from non-carpeted floors.

Detail dust mopping, sweeping and vacuuming includes corners, areas underneath, between and behind furniture and areas that can be accessed only by the temporary repositioning of furniture, small boxes, trash and recycle containers, etc.

Obvious soil is considered to be soil that is visible or can be felt by walking on the floor surface.

On smooth floors, the Contractor shall use a treated dust mop or vacuum. On rough, unsealed concrete, or other floors where dust mopping is not effective, the Contractor shall use brooms or vacuums. The Contractor shall use putty scrapers to remove gum, tar and other sticky substances from the floor. The Contractor shall use a dustpan or vacuum to remove accumulated soil and litter. After the floor has been dust mopped, swept or vacuumed, the floor surface shall be free of dust, litter and debris that can be removed by dust mopping or vacuuming or with a putty knife. Corners and abutments shall be free of litter. The Contractor shall vacuum elevator floor and door tracks.

The Contractor shall use a vacuum cleaner to remove moisture and dry soil from carpeted type entrance mats. The Contractor shall use carpet stain remover and gum remover to remove carpet stains and gummy soil. The Contractor shall clean exterior entrance mats by hosing with water and/or vacuuming.

- y. **Sweep Floors:** The Contractor shall use brooms and vacuums to remove all soil and litter from non-carpeted floors.

Sweeping includes all accessible areas of the floor surface including corners, areas underneath, between and behind furniture and areas that can be accessed only by the temporary repositioning of furniture, small boxes, trash and recycle containers, etc.

Visible soil is considered to be soil that is visible or can be felt by walking on the floor surface. The Contractor shall use putty scrapers to remove gum, tar and other sticky substances from the floor. The Contractor shall use a dustpan or vacuum to remove accumulated soil and litter.

After the floor has been swept or vacuumed, the floor surface shall be free of dust, litter and debris that can be removed by sweeping or vacuuming or with a putty knife. Corners and abutments shall be free of litter. The Contractor shall vacuum elevator floor and door tracks.

The Contractor shall use a vacuum cleaner to remove moisture and dry soil from carpeted type entrance mats. The Contractor shall use carpet stain remover and gum remover to remove carpet stains and gummy soil. The Contractor shall clean exterior entrance mats by hosing with water and/or vacuuming.

- z. **Spot Mop:** The Contractor shall use detergent solution and mops to remove spots, spills and obvious soil from non-carpeted floors that cannot be removed by vacuuming or dust mopping. After the floor has been spot mopped, it shall have a uniform appearance free of soil, stains, and streaks, swirl marks, detergent film or any observable soil, which can be removed by damp mopping. In rest rooms and medical exam or treatment areas, the Contractor shall use germicidal detergent solution instead of detergent solution. The Contractor shall remove all splash marks applied to baseboards, doors, partitions, furniture legs, etc. during damp mopping.

- aa. **Damp Mop Non-Carpeted Floors:** The Contractor shall use detergent solution and mops to remove soil from non-carpeted floors and baseboards that cannot be removed by sweeping, dust mopping or vacuuming. The Contractor shall dust mop floors that are coated with floor finish prior to damp mopping. The Contractor shall sweep other floor surfaces prior to damp mopping.

The Contractor shall damp mop all areas of the floor. After the floor has been damp mopped, it shall have a uniform appearance free of soil, stains, streaks, swirl marks, detergent film or any observable soil, which can be removed by damp mopping. In rest rooms and locker rooms, the Contractor shall use *germicidal* detergent solution instead of detergent solution. The Contractor shall remove all splash marks applied to baseboards, doors, partitions, furniture legs, etc. during damp mopping.

- bb. **Burnish Floors with Finish:** Prior to burnishing, the Contractor shall dust mop and spot mop, or damp mop the entire floor surface. The Contractor shall use a single-disc floor machine, buffing pad, and a spray bottle with spray buffing solution to restore a uniform gloss and protective finish to resilient tile or terrazzo floors that are finished with a floor finish.

The Contractor shall apply a restorer solution to the floor when spray buffing cannot easily polish the floor. The renovating solution and the spray buff solution shall be formulated as companion products to the finish already on the floor. The Contractor shall tilt or remove all chairs, trash receptacles, etc. where necessary to spray buff or burnish underneath. The Contractor shall dust mop the floor after spray buffing or burnishing. After spray buffing and burnishing, the entire floor shall have a uniform, glossy appearance, free of scuffmarks, heel marks, and other stains, and should have a uniform coating of floor finish. The Contractor shall remove all over-spray and splash marks from baseboards, furniture, trash receptacles, etc.

- cc. **Clean and Refill Floor Drains:** The Contractor shall use a floor drain brush to clean floor drains. The Contractor shall use abrasive cleanser and scrub pads to remove corrosion and tarnish. The Contractor shall pour a solution of germicidal detergent down the floor drain to fill the drain trap and prevent the escape of sewer gas.

- dd. **Clean Elevator Door Tracks:** The Contractor shall remove litter and debris, and vacuum soil from elevator car door tracks, and the floor tracks on each floor accessed by the elevator car. The Contractor shall use a spray bottle of detergent solution, crème cleanser, and clean cloths and scrub pads to remove soil not removed by vacuuming.

- ee. **Clean Floor Mats:** The Contractor shall clean and empty floor mats. Use a wet/dry tank vacuum to remove moisture. Use an upright carpet vacuum to clean carpeted floor mats. Use a hose to wash out non-absorbent floor mats when emptying or vacuuming cannot clean the mat.

- ff. **Refresh Floor Mats:** The Contractor shall clean and empty floor mats. Use a wet/dry tank vacuum to remove moisture. Use an upright carpet vacuum to clean carpeted floor mats.

gg. **Clean Outside Floor Mats:** The Contractor shall clean and empty floor mats. Use a hose to wash out non-absorbent floor mats when emptying or vacuuming cannot clean the mat.

hh. **Machine Scrub Floors:** The Contractor shall use electrically powered floor machines with a scrubbing brush or grout cleaning machines and detergent or degreaser solution to remove soil and stains from floor surfaces such as concrete, brick or pavers, grouted tile and other such uneven or rough floors, and from baseboards, furniture and partition bases and legs. The Contractor shall use hand brushes in areas inaccessible to the floor machines. The Contractor shall use a wet/dry tank vacuum to pick up the scrubbing solution and wet mops, buckets and wringers in areas inaccessible to a tank vacuum. The Contractor shall rinse the floor with clean water after picking up the scrubbing solution with the tank vacuum. The Contractor shall remove all splash marks on baseboards, furniture and other such surfaces.

ii. **Clean and Disinfect Floors, Partitions, Walls and Fixtures – Spray Foam:** The Contractor shall use a water hose, foam gun applicator and foaming restroom cleaner, scrubbing brushes, floor and wall squeegees and crème cleanser to clean all surfaces of walls, partitions, doors, floors, corners, baseboards, floor drains, sinks, washbasins, toilets, urinals, showers, shower curtains, and adjacent surfaces. The Contractor shall apply germicidal detergent solution to cleaned surfaces of sinks, toilets, urinals, floors and all contact surfaces such as push plates, faucets, sinks, urinals, toilets, showers, door knobs, latches, etc.

The Contractor shall apply the restroom cleaner to all surfaces below 6 feet from the ground, except for any electrical outlets, switches or light fixtures. Electrical outlet plates, switch plates and light fixtures shall be cleaned by using a damp cloth.

The Contractor shall allow the restroom cleaning chemical to remain in contact with the surface in accordance with the manufacturer's instructions. The Contractor shall use scrubbing pads, brushes and crème cleanser to remove hard-to-remove soil and marks.

The Contractor shall apply clear water to rinse the chemical and soil from all surfaces where the foam has been applied.

The Contractor shall use floor and wall squeegees to remove excess water from all surfaces.

The Contractor shall use clean cloths (except inside toilet bowls and urinals where the Contractor shall use bowl swabs) to remove soil from all surfaces of these fixtures and adjacent surfaces. The Contractor shall use crème cleanser and scrub pads to remove soil not removed by the cloths and germicidal detergent solution. The Contractor shall use dry cloths to dry metal surfaces of faucets, handles, valves, etc. The cloths used in

cleaning and disinfecting toilets, urinals and other surfaces contaminated with urine or feces shall be a color readily distinguishable from cloths used on other surfaces and fixtures. The Contractor shall use a plumbing plunger to unstop clogged toilets.

jj. **Wet Clean Floors:** The Contractor shall use detergent solution, wet mops, buckets with wringers, deck brushes, corner brushes, swivel pad holders, abrasive pads, and putty knives to remove soil from non-carpeted floors which cannot be removed by vacuuming or dust mopping. The Contractor shall apply detergent solution to the entire floor area, allowing the solution to set for three to five minutes. The Contractor shall use scrub brushes to remove spots and stains not removed by mopping. In areas with floor drains, the Contractor shall squeegee the floor dry and then rinse with clear water. In areas without a floor drain, Contractor shall use a wet mop and mop bucket with wringer or a wet/dry tank vacuum to pick up the solution, and then rinse with clean water, twice. The Contractor shall wet clean all accessible areas. The Contractor shall dust mop floors that are coated with floor finish prior to damp mopping. The Contractor shall vacuum other floor surfaces prior to damp mopping. The Contractor shall take care as required to prevent splash and mop marks from being left on baseboards, furniture legs, doors, etc. After the floor has been wet cleaned, it shall have a uniform appearance free of soil, stains, streaks, swirl marks, detergent film, or any observable soil, which can be removed by damp mopping. In areas where floor finish has not been applied to the floor surface and greasy soil must be removed, the Contractor shall use a solution of degreaser.

kk. **Strip and Refinish Floors:** The Contractor shall completely remove all non-permanent floor finish and seal from resilient tile or terrazzo floors, and from baseboards, furniture, partition legs and bases. The Contractor shall apply a minimum of 2 coats of floor seal and 3 coats of floor finish. The Contractor shall use single disc floor machines, stripping pads, putty knives, abrasive pads, mops, mop buckets and wringers, floor finish remover and rust remover to remove all removable marks, heel marks, scuff marks, rust stains, gum and other types of stains and soil. The Contractor shall use manual scrubbing devices in areas inaccessible to the floor machine. The Contractor shall use a wet/dry tank vacuum to pick up stripping solution except in areas where its use is not practical. The Contractor shall rinse thoroughly with clear water all floor surfaces to which floor finish remover has been applied. When a wet/dry tank vacuum is used, the Contractor shall rinse the area at least once after the floor finish remover has been picked up with the wet/dry tank vacuum. When a wet/dry tank vacuum is not used, the Contractor shall rinse the floor at least twice.

After the floor finish has been removed, the Contractor shall use a fine strand rayon mop to apply at least 2 coats of floor seal and 3 coats of floor finish. The Contractor shall apply no finish within 1" of baseboards and fixed furniture setting directly on the floor surface.

The Contractor shall remove all floor seal, floor finish, stripper and stripping slurry from baseboards, furniture and other such areas. After the finish has dried, the reflectance shall be uniform with no streaks, swirls, etc. The Contractor shall follow appropriate procedures and precautions for floor surfaces containing asbestos.

ll. **Vacuum Visible Soil Only:** The Contractor shall use a carpet vacuum to remove visible soil and debris from the carpet surface. The Contractor shall use a hose and brush or crevice attachment to vacuum areas inaccessible to the carpet vacuum. After vacuuming, the carpet shall be free of any visible soil and litter. The Contractor shall vacuum elevator floor and door tracks. Use a vacuum cleaner to remove moisture and dry soil from carpeted type entrance mats. The Contractor shall use carpet stain remover and gum remover to remove stains and gummy soil from entrance mats.

mm. **Vacuum Visible Soil and Traffic Lanes:** The Contractor shall use a carpet vacuum to remove visible soil and debris from the carpet surface. The Contractor shall vacuum traffic patterns and lanes of carpeted floors to remove soil and debris from the carpet surface and pile, and to raise the carpet pile. The Contractor shall use a hose and brush or crevice attachment to vacuum areas inaccessible to the carpet vacuum.

nn. **Vacuum Completely (with Detail):** The Contractor shall use a carpet vacuum to remove visible and hidden soil and debris from the carpet surface and from within the carpet pile. The Contractor shall use a hose and brush or crevice attachment to vacuum areas inaccessible to the carpet vacuum. After completely vacuuming, the carpet shall be free of all visible soil, litter and all soil, which can be removed from the carpet pile.

oo. **Remove Carpet Stains:** The Contractor shall use carpet stain remover, a dampened utility brush, clean cloths, aerosol gum remover and wet/dry tank vacuums to remove non-permanent stains from carpeted floors. The Contractor shall blot, or vacuum and scrape as much of the stain from the carpet as practical before applying carpet stain remover to the carpet. The Contractor shall spray carpet stain remover onto the stain and use a utility brush, if required. After the stain has dissolved, the Contractor shall blot and rub the stain up in such a manner as to prevent spreading of the stain. After the stain has been removed, the Contractor shall blot or vacuum the carpet dry.

The Contractor shall clean carpet manufactured by Milliken, using products, equipment and procedures approved by the Milliken Carpet Manufacturer.

pp. **Shampooing Carpet - Extraction Method:** The Contractor shall remove carpet stains, completely vacuum, shampoo using water extraction equipment and supplies, and completely re-vacuum all carpet in the specified area. The Contractor shall shampoo areas, such as corners that are inaccessible to the equipment, with manual scrubbing

devices. After shampooing and allowing sufficient drying time, the Contractor shall vacuum the carpet following a pattern that will give the carpet pile a uniform appearance.

- qq. **Shampooing Carpet - Extraction Method:** The Contractor shall vacuum the carpet sufficiently prior to shampooing to remove dry loose soil from the carpet pile. Contractor shall use a pile brush to raise the carpet pile before and after shampooing if necessary in order to remove embedded soil and grit from the carpet pile or raise the carpet pile to allow sufficient penetration or to provide for adequate drying of the carpet.

The Contractor shall shampoo carpet manufactured by Milliken using products, equipment and procedures approved by the Milliken Carpet Manufacturer.

- rr. **Shampoo Floor Mats:** The Contractor shall remove carpet stains, completely vacuum, shampoo using water extraction equipment and supplies, and completely re-vacuum all carpeted floor mats in the specified area. After shampooing and allowing sufficient drying time, the Contractor shall vacuum the carpet following a pattern that will give the carpet pile a uniform appearance. The Contractor shall vacuum the mat sufficiently prior to shampooing to remove dry loose soil from the carpet pile. The Contractor shall use a pile brush to raise the carpet pile, before and after shampooing if necessary, in order to remove embedded soil and grit from the carpet pile or raise the carpet pile to allow sufficient penetration or to provide for adequate drying of the carpet.

TASKS & FREQUENCIES – GENERAL SERVICE: LEVEL 1

Athletic Playing Court: Clean 3 Days (Autoscrub)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Autoscrub	3 Days	Hard Surface Floors

Athletic Playing Court: Clean 5 Days (Autoscrub)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Autoscrub	5 Days	Hard Surface Floors

Auditorium: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors

Burnishing	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	7 Days in 4 Weeks	Hard Surface Floors
	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Belmont Pool Bleachers: Clean Floor 7 Days

Routine Cleaning	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Sweep Floors	7 Days	Hard Surface Floors
	Sweep Visible Soil Only	7 Days	Hard Surface Floors
	Spot Mop	7 Days	Hard Surface Floors
	Wet Clean Floors	1 Day	Scrubbable Floors

Building Services Satellite Supply Area: Clean 5 Days

Routine Cleaning	Remove Litter	5 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	3 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Building Services Satellite Supply Area: Clean 7 Days

Routine Cleaning	Remove Litter	7 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors

	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Childcare Area - Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surfaces	11 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Childcare Area - Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors

	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Classroom: Check Daily, Clean Monthly

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	Every 4th Week	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Clean Writing Board Erasers and Trays	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	Every 4th Week	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	5 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Classroom: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Writing Board Erasers and Trays	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	19 of 20 Days	Carpeted Floors

	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	19 of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Community Kitchen: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Clean Furniture	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Clean Appliances	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Community Kitchen: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces

	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Clean Furniture	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces
	Clean Appliances	2 Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Community Kitchen: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Clean Furniture	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days	All Floor Surfaces
	Clean Appliances	3 Days	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Community Kitchen: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces

	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Clean Furniture	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Clean Appliances	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Community Kitchen, Senior Center: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Spot Clean Appliances	5 Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Wet Clean Floors	1 Day	Scrubable Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Community Room: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces

	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Monday - Friday

Community Room: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Day in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors

	Spot Mop	11 Day in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Community Room: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	11 Day in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Community Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces

	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Computer Equipment Room: Clean 5 Days

Routine Cleaning	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

Computer Room: Clean 3 Days

Routine Cleaning	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors

Spot Mop	11 Day in 4 Weeks	Hard Surface Floors
Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors

Conference Room: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Writing Board Erasers and Trays	1 Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Conference Room: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors

	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Conference Room: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days	All Floor Surfaces
	Clean Writing Board Erasers and Trays	3 Days	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	Every 4th Week	Hard Surface Floors
Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Conference Room: Clean 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	4 Days	All Floor Surfaces
------------------	---	--------	--------------------

	Remove Litter	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	4 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	4 Days	All Floor Surfaces
	Clean Writing Board Erasers and Trays	4 Days	All Floor Surfaces
	Remove Carpet Stains	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Conference Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Writing Board Erasers and Trays	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
Routine Cleaning	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors

	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Conference Room: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Copy, Mail or Printer Room: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Empty and Service Recycle Containers	1 Day	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors

	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Copy, Mail or Printer Room: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Empty and Service Recycle Containers	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Day in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	11 Day in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Copy, Mail or Printer Room: Clean 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	4 Days	All Floor Surfaces
	Empty and Service Recycle Containers	4 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces

	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Day in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	11 Day in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Copy, Mail or Printer Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Copy, Mail or Printer Room: Clean 5 Days, Check Sat & Sun

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces

	Empty and Service Recycle Containers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	7 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Corridor: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	1 Day	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	3 out of 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Corridor: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	1 Day	All Floor Surfaces
	Spot Clean Drinking Fountain	4 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Corridor: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors

Routine Cleaning	Vacuum Visible Soil Only	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	7 Days in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Corridor: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Day in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	11 Day in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Corridor: Clean 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	4 Days	All Floor Surfaces
------------------	---	--------	--------------------

	Remove Litter	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	4 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	4 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
Routine Cleaning	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Day in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	11 Day in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Corridor: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors

	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Corridor: Clean 5 Days, Check Sat & Sun

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	7 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Corridor: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces

	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	5 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	5 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
Routine Cleaning	Spot Mop	5 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Refreshing	Remove Litter	5 Days	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	5 Days	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
	Burnish Floors with Finish	1 Day	Burnished Floors

Corridor: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces

	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Corridor: Clean 5 Days (Space Vac)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors

Corridor: Clean 5 Days (Space Vac), Check Sat & Sun

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces

Dust Furniture Surfaces	1 Day	All Floor Surfaces
Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
Spot Clean Building Surfaces	1 Day	All Floor Surfaces
Remove Carpet Stains	7 Days	Carpeted Floors
Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors

Council Chamber: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Clean Writing Board Erasers and Trays	5 Days	All Floor Surfaces
Routine Cleaning	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Custodial Work Station: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces

	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

Custodial Work Station: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

Custodial Work Station: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

Custodial Work Station: Clean 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	4 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Clean and Disinfect Fixtures	4 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	3 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

Custodial Work Station: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

Custodial Work Station: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Disinfect Storage Shelves	Monthly	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces

Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
Spot Mop	4 Days	Hard Surface Floors
Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

Darkroom: Clean 1 Day, Check 4 Days

Routine Cleaning	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors

EEOC Basement: Check Monthly, Clean Quarterly

Routine Cleaning	Remove Litter	Monthly	All Floor Surfaces
	Rinse Floors with Water Hose	Quarterly	Hard Surface Floors

EEOC Equipment: Area Clean Monthly

Routine Cleaning	Dust Building Surfaces	Monthly	All Floor Surfaces
	Remove Carpet Stains	Monthly	Carpeted Floors
	Vacuum Completely (with Detail)	Monthly	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Monthly	Hard Surface Floors
	Damp Mop Non-carpet Floors	Monthly	Hard Surface Floors

Elevator Car: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Clean Elevator Door Tracks	5 Days	All Floor Surfaces

Routine Cleaning	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Elevator Car: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Clean Elevator Door Tracks	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Refreshing	Remove Litter	5 Days	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum hard Surface Floors -Obvious Soil Only	5 Days	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors

Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors
------------	----------------------------	----------------	------------------

Emergency Communications: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Empty and Service Recycle Containers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Exercise Area/Room: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Refill Dispensers	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces

Routine Cleaning	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
Burnishing	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Exercise Area/Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Exercise Area/Room: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
Routine Cleaning	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	7 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	7 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Exterior Entry: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Outside Floor Mats	1 Day	All Floor Surfaces
	Sweep Floors	1 Day	Hard Surface Floors
	Rinse Floors with Water Hose	1 Day	Hard Surface Floors

Exterior Entry: Clean 1 Day, Check 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	4 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	4 Day	All Floor Surfaces
	Clean Floor Mats	4 Day	All Floor Surfaces
	Sweep Floors	4 Day	Hard Surface Floors
	Rinse Floors with Water Hose	1 Day	Hard Surface Floors

Exterior Entry: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Outside Floor Mats	1 Day	All Floor Surfaces
	Sweep Floors	1 Day	Hard Surface Floors
	Rinse Floors with Water Hose	1 Day	Hard Surface Floors

Exterior Entry: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days	All Floor Surfaces
	Clean Outside Floor Mats	3 Days	All Floor Surfaces
	Sweep Floors	3 Days	Hard Surface Floors

Spot Mop	2 Days	Hard Surface Floors
Rinse Floors with Water Hose	1 Day	Hard Surface Floors

Exterior Entry: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Clean Outside Floor Mats	5 Days	All Floor Surfaces
	Sweep Floors	5 Days	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Rinse Floors with Water Hose	1 Day	Hard Surface Floors

Exterior Entry: Clean 6 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	6 Days	All Floor Surfaces
	Remove Litter	6 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	6 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	6 Days	All Floor Surfaces
	Clean Outside Floor Mats	6 Days	All Floor Surfaces
	Sweep Floors	6 Days	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
	Rinse Floors with Water Hose	1 Day	Hard Surface Floors

Exterior Entry: Clean 7 Days

Routine Cleaning	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Clean Outside Floor Mats	7 Days	All Floor Surfaces

	Sweep Floors	7 Days	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
	Rinse Floors with Water Hose	1 Day	Hard Surface Floors
Exterior Entry, Restrooms, Clean 7 Days			
Routine Cleaning	Remove Litter	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Clean Outside Floor Mats	7 Days	All Floor Surfaces
	Rinse Floors with Water Hose	7 Days	Hard Surface Floors
Exterior Lot & Perimeter: 2 Days			
Routine Cleaning	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
Exterior Lot & Perimeter: 5 Days			
Routine Cleaning	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
Exterior Lot & Perimeter: 7 Days			
Routine Cleaning	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
Exterior Patio: Clean 1 Day			
Routine Cleaning	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Rinse Floor with Water Hose	1 Day	All Floor Surfaces
Exterior Patio: Clean 1 Day, Check 3			
Routine Cleaning	Remove Litter	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	4 Days	All Floor Surfaces
	Spot Rinse or Spot Mop Floors	3 Days	All Floor Surfaces

	Rinse Floors With Water Hose	1 Day	All Floor Surfaces
--	------------------------------	-------	--------------------

Exterior Patio: Clean 1 Day, Check 4 Days

Routine Cleaning	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Spot Rinse or Spot Mop Floors	5 Days	All Floor Surfaces
	Rinse Floors With Water Hose	1 Day	All Floor Surfaces

Exterior Patio: Clean 3 Days

Routine Cleaning	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Spot Rinse or Spot Mop Floors	2 Days	All Floor Surfaces
	Rinse Floors With Water Hose	1 Day	All Floor Surfaces

Exterior Patio: Clean 5 Days

Routine Cleaning	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Spot Rinse or Spot Mop Floors	4 Days	All Floor Surfaces
	Rinse Floors With Water Hose	1 Day	All Floor Surfaces

Exterior Stair: Clean 1 Day, Check 4 Days

Routine Cleaning	Remove Litter	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Sweep Floors	1 Day	Hard Surface Floors
	Spot Mop	1 Day	Hard Surface Floors

Game Room: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces

	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Game Room: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
Routine Cleaning	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Game Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
Burnishing	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Holding Area: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
Routine Cleaning	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors

	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Holding Area: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Laundry: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces

	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
Routine Cleaning	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Dust Mop, Sweep or Vacuum Hard Surface Floors	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	1 Day	Hard Surface Floors
	Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Library Archives: Clean Monthly

Routine Cleaning	Empty and Service Trash Receptacles	Monthly	All Floor Surfaces
	Dust Building Surfaces	Monthly	All Floor Surfaces
	Dust Furniture Surfaces	Monthly	All Floor Surfaces
	Spot Clean Furniture Surfaces	Monthly	All Floor Surfaces
	Spot Clean Building Surfaces	Monthly	All Floor Surfaces
	Remove Carpet Stains	Monthly	Carpeted Floors
	Vacuum Completely (with Detail)	Monthly	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Monthly	Hard Surface Floors
	Damp Mop Non-carpet Floors	Monthly	Hard Surface Floors

Library Auditorium: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces

	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Completely (with Detail)	1 Day	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Hard Surface Floors
	Vacuum Visible Soil Only	5 Days	Carpeted Floors
	Spot Mop	5 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Library Community Meeting Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Carpet (visible soil only)	5 Days	Carpeted Floors
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors

	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Library Processing: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
Routine Cleaning	Dust Furniture - Cleared Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Library Processing: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces

	Empty and Service Recycle Containers	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Library Study or Reference: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors

	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Library Study or Reference: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
Routine Cleaning	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Refreshing	Remove Litter	5 Days	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Library Theater: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Refresh Trash Receptacles	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Locker Room: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	2 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces
	Refill Dispensers	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Carpeted Floors

	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	2 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Locker Room: Clean 2 Days, Check 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors
Routine Cleaning	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	3 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	2 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Locker Room: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Refill Dispensers	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Day in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	3 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Locker Room: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors

	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Locker Room: Clean 5 Days, Check Sat & Sun

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
Routine Cleaning	Damp Mop Non-carpet Floors	7 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Locker Room: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces

Refreshing	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors
	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	All Floor Surfaces
	Spot Clean Fixtures	5 Days	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	All Floor Surfaces
	Refresh Dispensers	5 Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Locker Room: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces

	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	7 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Locker Room: Clean 7 Days, Refresh 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
Routine Cleaning	Damp Mop Non-carpet Floors	7 Days	Hard Surface Floors

Refreshing	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Refresh Trash Receptacles	7 Days	All Floor Surfaces
	Spot Clean Fixtures	7 Days	All Floor Surfaces
	Spot Clean Drinking Fountain	7 Days	All Floor Surfaces
	Refresh Dispensers	7 Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil Only	7 Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	7 Days	Hard Surface Floors
	Spot Mop	7 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Locker Room: Clean 1 Day, Check 4 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	1 Day	Hard Surface Floors
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors

	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Locker Room: Clean 5 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Hard Surface Floors
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Lounge, Staff: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces
	Refill Dispensers	2 Days	All Floor Surfaces

	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	2 Days	All Floor Surfaces
Routine Cleaning	Clean Appliances - Exterior Only	2 Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	7 Days in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Lounge, Staff: Clean 2 Days, Check 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	2 Days	All Floor Surfaces

	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
Routine Cleaning	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Lounge, Staff: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	3 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Refill Dispensers	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	3 Days	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Day in 4 Weeks	Hard Surface Floors

	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	11 Day in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Lounge, Staff: Clean 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	4 Days	All Floor Surfaces
	Remove Litter	4 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	4 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	4 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	4 Days	All Floor Surfaces
	Refill Dispensers	4 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
Routine Cleaning	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	4 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	4 Days	All Floor Surfaces
	Remove Carpet Stains	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Day in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	11 Day in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Lounge, Staff: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
Routine Cleaning	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Lounge, Staff: Clean 5 Days, Check Sat & Sun

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces

	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	7 Days	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Lounge, Staff: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
Routine Cleaning	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	7 Days	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors

	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Lounge, Staff: Clean 7 Days, Refresh 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Clean and Disinfect Drinking Fountain	7 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	7 Days	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	7 Days	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
Routine Cleaning	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Refreshing	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Spot Clean Fixtures	7 Days	All Floor Surfaces

	Spot Clean Drinking Fountain	7 Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Appliances - Exterior Surfaces Only	7 Days	All Floor Surfaces
	Clean Appliances - Exterior Only	7 Days	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	7 Days	Hard Surface Floors
	Spot Mop	7 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Medical Dressing Room - Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	1 Day	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	1 Day	Burnished Floors

Medical Exam or Treatment Area: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces

	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Medical Work Area: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	4 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Meeting Room: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces

	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Clean Writing Board Erasers and Trays	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Meeting Room - Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Clean Writing Board Erasers and Trays	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
Routine Cleaning	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors

Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Multipurpose Room - Clean 5 Days			
Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Clean Writing Board Erasers and Trays	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Office: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Empty and Service Recycle Containers	1 Day	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors

Routine Cleaning	Spot Mop	3 out of 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Office: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	3 out of 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Office Common Area: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Carpeted Floors

Routine Cleaning	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	7 Days in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Office Common Area: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	7 Days in 4 Weeks	Hard Surface Floors
Burnishing	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Office Common Area: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces

	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Office, Multi-Shift: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Empty and Service Recycle Containers	1 Day	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	1 Day	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	7 Days in 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Office, Public Contact: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Empty and Service Recycle Containers	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture - Cleared Surfaces	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
Routine Cleaning	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Office, Public Contact: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Empty and Service Recycle Containers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture - Cleared Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors

	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Office, Public Contact: Clean 7 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Empty and Service Recycle Containers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture - Cleared Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture - Cleared Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

On-Call Sleeping Room: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces

	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Pool Deck: Clean 2 Days

Routine Cleaning	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Rinse Floors with Water Hose	2 Days	Hard Surface Floors

Pool Deck: Clean 5 Days

Routine Cleaning	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Rinse Floors with Water Hose	5 Days	Hard Surface Floors

Pool Deck: Clean 7 Days

Routine Cleaning	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Rinse Floors with Water Hose	7 Days	Hard Surface Floors

Printing\Duplicating: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	1 Day	Hard Surface Floors
Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Printing\Duplicating: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors

Burnishing	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Reception Area, Public: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 of 20 Days	Hard Surface Floors
Routine Cleaning	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Reception Area, Public: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces

	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Reception Area, Public: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Dust Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 of 20 Days	Hard Surface Floors
Routine Cleaning	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Refreshing	Remove Litter	5 Days	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	All Floor Surfaces
	Spot Clean Drinking Fountain	5 Days	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
Burnishing	Burnish Floors with Finish	Every 2nd Week	Burnished Floors

Restroom: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	1 Day	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Clean and Refill Floor Drains	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 1 Day, Check 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	All Floor Surfaces
	Refresh Dispensers	2 Days	All Floor Surfaces
	Refill Dispensers	1 Day	All Floor Surfaces

	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil Only	2 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Clean and Refill Floor Drains	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 1 Day, Check 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	All Floor Surfaces
	Refresh Dispensers	3 Days	All Floor Surfaces
	Refill Dispensers	1 Day	All Floor Surfaces
Routine Cleaning	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	3 Days	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors

	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	2 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	3 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Clean and Refill Floor Drains	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	1 Day	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refresh Dispensers	5 Days	All Floor Surfaces
	Refill Dispensers	1 Day	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	5 Days	Hard Surface Floors
Routine Cleaning	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors

	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
	Clean and Refill Floor Drains	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 2 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	2 Days	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces
	Remove Carpet Stains	2 Days	Carpeted Floors
	Vacuum Visible Soil Only	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	2 Days	Hard Surface Floors
	Clean and Refill Floor Drains	2 Days	Hard Surface Floors
	Burnishing	Burnish Floors with Finish	Every 4th Week

Restroom: Clean 2 Days, Check 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Disinfect All Surfaces	2 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces

	Descal Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	7 Days in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	7 Days in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	3 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	2 Days	Hard Surface Floors
	Clean and Refill Floor Drains	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	3 Days	All Floor Surfaces
	Descal Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces
Routine Cleaning	Spot Clean Building Surfaces	3 Days	All Floor Surfaces
	Remove Carpet Stains	3 Days	Carpeted Floors

	Vacuum Visible Soil and Traffic Lanes	11 Day in 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	11 Day in 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	3 Days	Hard Surface Floors
	Clean and Refill Floor Drains	3 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors
	Clean and Refill Floor Drains	5 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 5 Days, Check Sat & Sun

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Remove Carpet Stains	7 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	5 Days	Hard Surface Floors
	Clean and Refill Floor Drains	5 Days	Hard Surface Floors
	Spot Mop	2 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Sweep Floors	5 Days	Hard Surface Floors

Refreshing	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Hard Surface Floors
	Clean and Refill Floor Drains	5 Days	Hard Surface Floors
	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Refresh Trash Receptacles	5 Days	All Floor Surfaces
	Spot Clean Fixtures	5 Days	All Floor Surfaces
	Refresh Dispensers	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Sweep Visible Soil Only	5 Days	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 6 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	6 Days	All Floor Surfaces
	Remove Litter	6 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	6 Days	All Floor Surfaces
	Disinfect All Surfaces	1 Day	All Floor Surfaces
	Clean and Disinfect Fixtures	6 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	6 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	6 Days	All Floor Surfaces
	Spot Clean Building Surfaces	6 Days	All Floor Surfaces
	Remove Carpet Stains	6 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	6 Days	Hard Surface Floors
	Clean and Refill Floor Drains	6 Days	Hard Surface Floors

Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
Restroom: Clean 7 Days, Refresh 7 Days			
Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Sweep Floors	7 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	7 Days	Hard Surface Floors
	Clean and Refill Floor Drains	7 Days	Hard Surface Floors
Refreshing	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Refresh Trash Receptacles	7 Days	All Floor Surfaces
	Spot Clean Fixtures	7 Days	All Floor Surfaces
	Refresh Dispensers	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Sweep Visible Soil Only	7 Days	Hard Surface Floors
	Spot Mop	7 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Restroom: Clean 1 Day (Foam), Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Spot Clean Fixtures	4 Days	All Floor Surfaces
	Descalc Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	1 Day	All Floor Surfaces

	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Sweep Floors	1 Day	Hard Surface Floors
Routine Cleaning	Clean and Disinfect Floors, Partitions and Fixtures - Spray Foam	1 Day	Hard Surface Floors
	Sweep Visible Soil Only	4 Days	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Clean and Refill Floor Drains	1 Day	Hard Surface Floors

Restroom: Clean 2 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces
	Sweep Floors	2 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	2 Days	Hard Surface Floors
	Clean and Refill Floor Drains	2 Days	Hard Surface Floors

Restroom: Clean 3 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	3 Days	All Floor Surfaces
	Remove Litter	3 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	3 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	3 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces

Spot Clean Furniture Surfaces	3 Days	All Floor Surfaces
Spot Clean Building Surfaces	3 Days	All Floor Surfaces
Sweep Floors	3 Days	Hard Surface Floors
Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	3 Days	Hard Surface Floors
Clean and Refill Floor Drains	3 Days	Hard Surface Floors

Restroom: Clean 5 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Sweep Floors	5 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Hard Surface Floors
	Clean and Refill Floor Drains	5 Days	Hard Surface Floors

Restroom: Clean 7 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Sweep Floors	7 Days	Hard Surface Floors

Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	7 Days	Hard Surface Floors
Clean and Refill Floor Drains	7 Days	Hard Surface Floors

Restrooms, Parks: Clean 7 Days, 2 Times Per Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	7 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
Routine Cleaning	Spot Clean Building Surfaces	7 Days	All Floor Surfaces
	Sweep Floors	7 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	7 Days	Hard Surface Floors
	Clean and Refill Floor Drains	7 Days	Hard Surface Floors
	Pressure Wash Interior & Exterior (Building and Hardscape)	Quarterly	Interior and Exterior All Surfaces

Showers: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Clean and Disinfect Fixtures	5 Days	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Sweep Floors	5 Days	Hard Surface Floors
	Clean and Refill Floor Drains	5 Days	Hard Surface Floors

Showers: Clean 2 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Days	All Floor Surfaces
	Remove Litter	2 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	2 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	2 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	2 Days	All Floor Surfaces
	Sweep Floors	2 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	2 Days	Hard Surface Floors
	Clean and Refill Floor Drains	2 Days	Hard Surface Floors

Showers: Clean 5 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Empty and Service Trash Receptacles	5 Days	All Floor Surfaces
	Descale Toilets and Urinals	1 Day	All Floor Surfaces
	Refill Dispensers	5 Days	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Furniture Surfaces	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Sweep Floors	5 Days	Hard Surface Floors
	Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	5 Days	Hard Surface Floors
	Clean and Refill Floor Drains	5 Days	Hard Surface Floors

Showers: Clean 7 Days (Foam)

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	7 Days	All Floor Surfaces
	Remove Litter	7 Days	All Floor Surfaces

Empty and Service Trash Receptacles	7 Days	All Floor Surfaces
Descale Toilets and Urinals	1 Day	All Floor Surfaces
Refill Dispensers	7 Days	All Floor Surfaces
Dust Building Surfaces	Every 4th Week	All Floor Surfaces
Spot Clean Furniture Surfaces	7 Days	All Floor Surfaces
Spot Clean Building Surfaces	7 Days	All Floor Surfaces
Sweep Floors	7 Days	Hard Surface Floors
Clean & Disinfect Floors, Partitions & Fixtures - Spray Foam	7 Days	Hard Surface Floors
Clean and Refill Floor Drains	7 Days	Hard Surface Floors

Stair: Clean 1 Day, Check 4 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	4 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
Routine Cleaning	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	4 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	4 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Stair: Clean 2 Day, Check 3 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	2 Day	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces

	Dust Building Surfaces	2 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	3 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	3 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	1 Day	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Stair: Clean 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
Routine Cleaning	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Stair: Clean 5 Days, Refresh 5 Days

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Dust Building Surfaces	2 Days	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	19 out of 20 Days	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	19 out of 20 Days	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	19 out of 20 Days	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors
Refreshing	Disinfect Building and Fixture Contact Surfaces	5 Days	All Floor Surfaces
	Remove Litter	5 Days	All Floor Surfaces
	Spot Clean Building Surfaces	5 Days	All Floor Surfaces
	Remove Carpet Stains	5 Days	Carpeted Floors
	Vacuum Visible Soil Only	5 Days	Carpeted Floors
	Sweep Visible Soil Only	5 Days	Hard Surface Floors
	Spot Mop	5 Days	Hard Surface Floors
Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors

Stair: Clean Monthly, Check Weekly

Routine Cleaning	Remove Litter	1 Day	All Floor Surfaces
	Dust Building Surfaces	Every 4th Week	All Floor Surfaces
	Spot Clean Building Surfaces	Every 4th Week	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
Routine Cleaning	Vacuum Visible Soil Only	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors -Obvious Soil Only	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors

Burnishing	Burnish Floors with Finish	Every 4th Week	Burnished Floors
------------	----------------------------	----------------	------------------

Stair: Clean Yearly, Check Monthly

Routine Cleaning	Remove Litter	Monthly	All Floor Surfaces
	Spot Mop	Monthly	Hard Surface Floors

Storage: Clean 1 Day

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	1 Day	All Floor Surfaces
	Empty and Service Trash Receptacles	1 Day	All Floor Surfaces
	Dust Building Surfaces	1 Day	All Floor Surfaces
	Spot Clean Building Surfaces	1 Day	All Floor Surfaces
	Remove Carpet Stains	1 Day	Carpeted Floors
	Vacuum Visible Soil and Traffic Lanes	3 out of 4 Weeks	Carpeted Floors
	Vacuum Completely (with Detail)	Every 4th Week	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors	3 out of 4 Weeks	Hard Surface Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Every 4th Week	Hard Surface Floors
	Spot Mop	3 out of 4 Weeks	Hard Surface Floors
	Damp Mop Non-carpet Floors	Every 4th Week	Hard Surface Floors

Storage: Clean Monthly

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	Monthly	All Floor Surfaces
	Dust Building Surfaces	Monthly	All Floor Surfaces
	Remove Carpet Stains	Monthly	Carpeted Floors
	Vacuum Completely (with Detail)	Monthly	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Monthly	Hard Surface Floors
	Damp Mop Non-carpet Floors	Monthly	Hard Surface Floors

Storage: Clean Quarterly

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	Quarterly	All Floor Surfaces
------------------	---	-----------	--------------------

	Dust Building Surfaces	Quarterly	All Floor Surfaces
	Remove Carpet Stains	Quarterly	Carpeted Floors
	Vacuum Completely (with Detail)	Quarterly	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Quarterly	Hard Surface Floors
	Damp Mop Non-carpet Floors	Quarterly	Hard Surface Floors

Storage: Clean Yearly

Routine Cleaning	Disinfect Building and Fixture Contact Surfaces	Yearly	All Floor Surfaces
	Dust Building Surfaces	Yearly	All Floor Surfaces
	Remove Carpet Stains	Yearly	Carpeted Floors
	Vacuum Completely (with Detail)	Yearly	Carpeted Floors
	Dust Mop, Sweep or Vacuum Hard Surface Floors (include Detail)	Yearly	Hard Surface Floors
	Damp Mop Non-carpet Floors	Yearly	Hard Surface Floors
