



## *Service Specifications*

### Nightly Cleaning Specifications

#### **Common Areas / Office Areas / Showroom / Customer Waiting Area**

##### Nightly Service (3 x Week...unless otherwise specified)

- ◆ Empty all waste receptacles, reline as needed.
- ◆ Vacuum carpeted traffic lanes.
- ◆ Dust mop / damp mop all hard surface floors.
- ◆ Dust all horizontal surfaces within reach (such as counters, tables, credenza's, etc.); spot clean horizontal surfaces as needed.
- ◆ Dust all main lobby furniture and horizontal surfaces within reach.
- ◆ Dust open areas desktops in cubicles and office areas, without disturbing papers and personal items. Dust tops and fronts of computer equipment and dust behind computer equipment on desktops.
- ◆ Clean and polish all applicable drinking fountains.
- ◆ Police exterior around main entrances to the building.

##### Weekly Services (1 x Week)

- ◆ Spot clean and polish all metal bright work, including door thresholds and restroom bright work.
- ◆ Spot clean any applicable relight glass.
- ◆ Vacuum all carpeted areas not done nightly (excluding edging).
- ◆ Dust tops and visible areas of display stands in showroom.

#### **Restrooms**

##### Nightly Service (3 x Week...unless otherwise specified)

- ◆ Thoroughly dust mop and damp mop restroom floors with approved disinfectant cleaner.
- ◆ Clean and disinfect all sinks, toilets and urinals.
- ◆ Empty and clean waste receptacles, replacing liners nightly.
- ◆ Empty and clean sanitary napkin waste receptacles, replacing liners nightly.
- ◆ Clean and polish all mirrors, chrome fixtures, metal bright work and dispensers.
- ◆ Restock all toilet tissue, paper towels, seat covers, soap and sanitary products from owners stock.
- ◆ Spot clean walls around sinks, dispensers, urinals, toilets, partitions and doors.

#### **All Areas**

##### Monthly Services (1 x Month)

- ◆ Edge vacuum all carpets as needed.
- ◆ Edge vacuum upholstered furniture in showroom / waiting area.
- ◆ Spot clean walls around door handles, light fixtures, etc. as needed.