

JANITORIAL SCHEDULE

1. DAILY

- a. Empty wastepaper baskets and recycling containers.
 - (i) Empty all ashtrays at exterior of building.
 - (ii) Provide new wastebasket liners as needed.
- b. If provided, empty all recycling collection containers on each floor and dispose of in the appropriate dumpsters. Clean and sanitize all recycling containers.
- c. Vacuum all carpeted office areas utilizing high efficiency, final filtration (HEPA) vacuums.
- d. Sweep and dry mop all composition flooring.
- e. Restock all towel and soap dispensers in all sink/break areas.
- f. Restrooms
 - (i) Wet mop and disinfect floors.
 - (ii) Wash and sterilize all washbowls, toilet seats, toilet bowls, urinals, including pipes and trim.
 - (iii) Spot clean partitions and tile.
 - (iv) Clean mirrors and sanitize all exposed dispensers and containers.
 - (v) Restock all towel, toilet tissue and soap dispensers.
- g. Clean and disinfect the drinking fountains.
- h. Sweep/dust mop all stairways and stairwells.

2. WEEKLY SERVICE

- a. Vacuum along wall edges, corners, behind doors, and under desks and furniture.
- b. Dust all office furniture and dust all building ledges, moldings, and other exposed surfaces. It is not necessary for janitorial staff to move anything to accomplish dusting.

EXHIBIT

3. MONTHLY

- a. Dust window blinds.
- b. High and low surface dust.
- c. Wet mop all composition floors.

4. SEMI-ANNUALLY

- a. Wash interior and exterior glass windows and sidelights.
- b. Wash interior and exterior office window sills/ledges.

5. ANNUALLY

- a. Clean carpet.
- b. Clean window coverings.
- c. Vacuum all upholstered furniture.
- d. Strip and reseal all composition floors.

6. AS NEEDED

- a. Spot clean carpeting.
- b. Spot clean walls.