

<b>Custodial Services</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Annually</b>	<b>As Needed</b>
Trash pick-up (Centralized location and common areas)	X				
Recycle pick-up (Centralized location and common areas)	As needed				
Sweep/wet mop/disinfect restroom floors	X				
Clean/disinfect restroom fixtures	X				
Restock restroom supplies	X				
Dust mop all hard surface floors	X				
Vacuum entry mats and carpet in traffic areas	X				
Clean tables/counters/floors/sinks in breakrooms	X				
Clean/disinfect drinking fountains	X				
Sweep/clean loading dock areas at end of shift	X				
Change kitchen or coffee station liners	X				
Sweep, vacuum stairwells		X			
Vacuum traffic areas	X				
Vacuum non-traffic areas		X			
Detail vacuum			X		
Detail dusting			X		
Wet mop stairwells			X		
Change trash liners centralized locations	Daily, As Needed				
Extraction of all carpet areas				X	

<b>Custodial Services</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Annually</b>	<b>As Needed</b>
Wet scrub and wax floors				X	
Clean ceiling vents				X	
Clean restroom vents			X		
Window blind cleaning				Ultrasonically Every other Year	
Unlock buildings	X				
Clean entry glass	X				
Litter patrol around building, parking areas	X				
Sweep and clean building entry	X				
Replace lightbulbs					X
Respond to emergencies					X
Unplug drains					X
Deliver recycle and garbage barrels					X
Clean spills	Daily, As Needed				
Inclement weather duty					X
Vandalism, transient debris clean-up					X
Wash Window in & out including re-lights				X	

Last Updated 12/09/04