

# SCOPE OF WORK

## FOR COMMERCIAL BUILDINGS

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<b>LOBBY &amp; ENTRYWAYS</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>	<b>S</b>	<b>SU</b>
Spot clean entry doors and disinfect door handles							
Empty trash & replace liners							
Clean and disinfect coffee tables, credenzas, chair arms							
Clean and disinfect lobby counter top (if applicable)							
Spot vacuum carpeted areas and mats							
Sweep and mop floors							
Clean and disinfect light switches							
Dust air vents (1x per month)							
<b>GENERAL/EXECUTIVE OFFICE AREAS</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>	<b>S</b>	<b>SU</b>
Empty trash & replace liners							
Sweep and mop floors							
Spot Vacuum carpeted areas and mats							
Dust partition tops and ledges							
Clean and disinfect all door handles							
Clean and disinfect light switches							
Dust air vents (1x per month)							

<b>BOARD &amp; CONFERENCE ROOMS</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>	<b>S</b>	<b>SU</b>
Clean & disinfect tables & chairs							
Spot vacuum carpeted areas							
Sweep & mop floor areas							
Empty trash & replace liners							
Clean & disinfect light switches							
Dust air vents (1x per month)							
<b>HALLWAYS &amp; COMMON AREAS (COPY STATIONS, ETC.)</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>	<b>S</b>	<b>SU</b>
Spot vacuum all carpeted areas							
Sweep and spot mop floors							
Empty trash & replace liners							
Clean and disinfect light switches							
Dust air vents (1x per month)							
<b>RESTROOMS</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>	<b>S</b>	<b>SU</b>
Empty trash & replace liners							
Clean & disinfect stall partitions							
Clean and disinfect all fixtures (sinks, toilets, faucets, etc.)							
Clean and disinfect light switches							
Clean and disinfect dispensers							
Refill all dispensers (toilet paper, paper towels, soap, etc.)							
Sweep & mop floors							
Dust air vents (1x per month)							

<b>CAFETERIA/ BREAK ROOM/ COFFEE STATIONS</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>	<b>S</b>	<b>SU</b>
Empty trash & replace liners							
Clean and disinfect sinks, counter tops and cabinet exterior							
Sweep and mop floors							
Vacuum carpets/mats (where applicable)							
Clean and disinfect all appliances (inside/outside of microwaves, coffee machines, vending machines, outside of refrigerators)							
Clean and disinfect table tops and chairs							
Straighten all furniture							
Clean and disinfect light switches							
Dust air vents (1x per month)							
Per Request: Clean & disinfect the inside of the refrigerator(s)							
<b>SECURITY</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>	<b>S</b>	<b>SU</b>
Secure all entrance & exit doors while inside the building and when you exit							
Set all alarm codes							
Report any broken fixtures/building issues to your supervisor							
<b>JANITOR CLOSET(S)</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>	<b>S</b>	<b>SU</b>
Maintain organization and cleanliness							
Alert your supervisor when you are running low on supplies							