

I. General & Daily/weekly Recurring Cleaning Tasks

All Areas:

- **Waste Removal:** Empty all trash and recycling bins, replace liners, and transport waste to designated disposal areas.
- **Dusting:** Dust all accessible surfaces, including desks, shelves, ledges, and window sills.
- **Surface Wiping:** Wipe down and sanitize high-touch surfaces such as doorknobs, light switches, and handrails.
- **Spot Cleaning:** Address spills and smudges on walls, doors, and glass surfaces.
- **Floor Care:**
 - Vacuum all carpeted areas, including mats.
 - Sweep or dust mop all hard surface floors.
 - Damp mop hard surface floors.

Restrooms:

- **Toilets & Urinals:** Clean and disinfect bowls, seats, and exterior surfaces.
- **Sinks & Countertops:** Clean and sanitize sinks, faucets, and countertops.
- **Mirrors:** Clean and polish mirrors to a streak-free shine.
- **Dispensers:** Refill soap, paper towel, and toilet paper dispensers.
- **Stall Partitions:** Wipe down and sanitize stall walls and doors.
- **Floor Maintenance:** Sweep and mop floors with a disinfectant cleaner.

Breakrooms & Kitchenettes:

- **Countertops & Tables:** Clean and sanitize all countertops and tables.
- **Sinks:** Clean and sanitize sinks and faucets.
- **Appliance Exteriors:** Wipe down the exterior of microwaves, refrigerators, and coffee makers.
- **Cabinet Exteriors:** Spot clean cabinet faces.

II. Deep Cleaning & Periodic Tasks

These services are typically performed monthly or quarterly basis to address areas not covered in a standard daily cleaning.

- **High Dusting:** Dust areas that are not easily accessible, such as ceiling vents, light fixtures, and the tops of tall furniture.
- **Detailed Wall & Baseboard Washing:** Wash down walls and scrub baseboards to remove scuffs and grime.
- **Window & Glass Cleaning:** Wash interior windows and glass partitions.
- **Upholstery Cleaning:** Vacuum and spot-treat upholstered furniture.
- **Appliance Interiors:** Clean the inside of microwaves and refrigerators.
- **Deep Kitchen Cleaning:** Degrease and deep clean stovetops, ovens, and other kitchen equipment.

III. Specialized Floor Care

Different flooring materials require specific care to maintain their appearance and longevity.

- **Carpet Cleaning:**
 - **Hot Water Extraction (Steam Cleaning):** Deep cleaning to remove embedded dirt and stains.
 - **Bonnet Cleaning:** A less intensive method for interim maintenance.
 - **Spot Treatment:** Targeted removal of stubborn stains.
- **Hardwood Floor Care:**
 - **Buffing:** Restores shine to waxed or finished floors.
 - **Refinishing:** Sanding, staining, and applying a new protective coat.
- **Tile & Grout Cleaning:**
 - **Machine Scrubbing:** Deep cleaning of tile surfaces.
 - **Grout Sealing:** Application of a sealant to protect against staining and mildew.
- **Vinyl Composite Tile (VCT) & Linoleum Care:**
 - **Stripping & Waxing:** Removal of old wax and application of new layers for protection and shine.
 - **Burnishing:** High-speed polishing for a glossy finish.
- **Concrete Floor Care:**
 - **Scrubbing & Sealing:** Deep cleaning and application of a protective sealant.