



# CLEANING STANDARDS

## **MACHINE-SCRUB CERAMIC TILE FLOORS:**

Floors scrubbed with uniformly clean appearance, free of embedded dirt, debris, film, stains, and marks.

## **URINALS/TOILETS/SINKS CLEANED AND SANITIZED:**

All commodes, urinals and sinks disinfected, free of stains, deposits, hair, debris, films, and odors. All bright work has been dry shined.

## **ENTRANCE GLASS DOORS:**

Both sides of all entrance glass doors and interior glass within reach will be free of obvious fingerprints, smudges, dirt, and streaks.

## **WASTE MANAGEMENT:**

All trash receptacles free of waste and debris. Liners free of soil and tears. Liners replaced if necessary.

## **SWEEPING AND MOPPING OF HARD-SURFACED FLOORS:**

Hard- surfaced floors free of soil, residue, film, and streaks. A neutral floor cleaning solution has been used on all waxed floor surfaces in order to preserve wax layers.

## **SANITIZE DRINKING FOUNTAINS:**

All drinking fountains are sanitized, and free of soil, residue, and watermarks. All bright work has been dry-shined.

## **VACUUMING OF CARPETED AREAS AND TRAFFIC MATS:**

All carpeted areas free of soil and debris (including staples and paper clips). Any high-pile carpet vacuum in patterned format wherever practicable. No debris under traffic mats.

## **MIRRORS CLEANED:**

All mirrors and mirror frames free of fingerprints, water, stains, streaks, and films.

## **DISINFECT/SANITIZE WALLS:**

All walls disinfected, and free of stains, deposits, dust, and films.

## **OUTSIDE ASHTRAYS:**

Exterior adjacent ashtrays will be sanitized and free of cigarette butts, soil, and debris. Liner, if used, will be replaced as necessary.



**HIGH/LOW AND ANCILLARY DUSTING:**

Office corners, ceiling, floors, and baseboards free of cobwebs. Grills, diffusers, and high ledges free of dust and debris. Venetian blinds and windows will be free of dust and debris. Interior plants and planters free of dust and debris. Upholstered furniture free of dirt, debris, and hair. Frame and legs free of dust and stains.

**MACHINE-SCRUB CERAMIC TILE FLOORS:**

All commodes, urinals and sinks disinfected, free of stains, deposits, hair, debris, films, and odors. All bright work has been dry shined.

**COUNTERTOPS/DISPENSERS CLEANED AND SANITIZED:**

All sinks, countertops, and dispensers free of stains, deposits, hair, debris, and odors. All bright work dry shined. All paper and soap dispensers restocked/refilled sufficiently for use until next scheduled cleaning service wherever practicable.

**WALLS/DOORS/SWITCH PLATES CLEANED:**

Walls, doors, and switch plates free of obvious fingerprints, stains, deposits, dust, and films. We will be unable to attempt removal of dirt if we feel our attempt may damage the surface in any way.

**URINALS/STALL PARTITIONS CLEANED AND SANITIZED:**

Partitions and walls free of stains, deposits, dust, and film. Particular attention is paid to the area under towel dispensers. Exposed, accessible bright work will be dry-shined.

**TABLES/CHAIRS CLEANED AND SANITIZED:**

All tabletops, seats, and backs of chairs free of stains, dust, and films.

**MICROWAVE/REFRIGERATOR CLEANED AND SANITIZED:**

Inside of the microwave oven will be free of food stains and debris. Exterior of refrigerator and microwave cleaned, free of stains, fingerprints and smudges.