

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: MARINE AVIATION

BUILDING: Beach Marina Facilities

LOCATION 01

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS	x			
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS	x			
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS	x			
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTANT				
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT	x			
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,	x			
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.	x			
WIPE DOWN ALL FURNITURE IN COMMON AREAS		x		
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES		x		
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.		x		
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS			x	
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS	x			
REMOVE ANY COBWEBS FOUND	x			
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES	x			
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.	x			
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTANT.	x			
FURNITURE & FLOORING TASKS				
		MONTHLY	QUARTERLY	
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)				
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS		x		
VACUUM ALL UPHOLSTERED FURNITURE				
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
Clean daily the four (4) tennant restrooms by the Bait House, empty trash recepticals around the Beach Marina building and along sea wall, pick up trash around Beach Marina building and along sea wall side walk, pick up trash at Seminole Boat Ramp, and power wash sidewalks around Beach Marina Building and side walks around sea wall. Weekly cleaning of the Downtown Harbor Marina office and power wash sidewalks and concrete floating docks.				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY)				
REQUESTED BY	MIKE MACDONALD	DATE	4/23/2018	

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: CITY HALL

BUILDING: CITY HALL

LOCATION 06

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS	X			
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS	X			
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS	X			
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTANT	X			
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT	X			
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,	X			
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.	X			
WIPE DOWN ALL FURNITURE IN COMMON AREAS	X			
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES		X		
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.	X			
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS		X		
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS	X			
REMOVE ANY COBWEBS FOUND		X		
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES	X			
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.				
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTANT.				
FURNITURE & FLOORING TASKS				
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)		X		
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS		X		
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS		X		
VACUUM ALL UPHOLSTERED FURNITURE		X		
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS		X		
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY)				
REQUESTED BY	J SILVERBOARD			DATE

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: LIBRARY

BUILDING: MAIN

LOCATION 07

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS	X			
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS				
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS	X			
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTANT				
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT				
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,				
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.				
WIPE DOWN ALL FURNITURE IN COMMON AREAS	X			
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES				
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.				
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS				
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS				
REMOVE ANY COBWEBS FOUND				
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES				
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.	X			
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTANT.				
FURNITURE & FLOORING TASKS				
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)	X (SEE COMMENT 1)		X (SEE COMMENT 2)	
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS				
VACUUM ALL UPHOLSTERED FURNITURE				
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
(1) MAIN TRAFFIC AREAS				
(2) ALL OTHER AREAS				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY)				
REQUESTED BY	JENNIFER OBERMAIER	DATE	4/30/2018	

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: PARKS & REC

BUILDING: PBI WEST

LOCATION 11

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS	*			
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS	*			
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS	*			
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTANT	*			
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT	*			
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,	*			
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.	*			
WIPE DOWN ALL FURNITURE IN COMMON AREAS	*			
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES		X		
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.	*			
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS			X	
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS	*			
REMOVE ANY COBWEBS FOUND	*			
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES	*			
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.	*			
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTANT.	*			
FURNITURE & FLOORING TASKS				
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)				X
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				X
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS				X
VACUUM ALL UPHOLSTERED FURNITURE				X
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				X
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
* CLEANING SERVICE 3 TIMES PER WEEK MONDAY/WEDNESDAY/FRIDAY				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY)				
REQUESTED BY	JEFF ROSSENBAUM	DATE	5/7/2018	

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: PARKS & REC

BUILDING: PBI EAST

LOCATION 12

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS	*			
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS	*			
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS	*			
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTANT	*			
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT	*			
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,	*			
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.	*			
WIPE DOWN ALL FURNITURE IN COMMON AREAS	*			
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES		X		
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.	*			
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS			X	
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS	*			
REMOVE ANY COBWEBS FOUND	*			
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES	*			
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.	*			
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTANT.	*			
FURNITURE & FLOORING TASKS				
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)				X
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				X
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS				X
VACUUM ALL UPHOLSTERED FURNITURE				X
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				X
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
* CLEANING SERVICE 3 TIMES PER WEEK MONDAY/WEDNESDAY/FRIDAY				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY)				
REQUESTED BY	JEFF ROSSENBAUM	DATE	5/7/2018	

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: _____ Parks Rec _____ BUILDING: _ROSS NORTON REC CENTER_____

LOCATION 13

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS				
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS				
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS				
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTANT				
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT				
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,				
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.				
WIPE DOWN ALL FURNITURE IN COMMON AREAS				
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES				
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.				
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS				
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS				
REMOVE ANY COBWEBS FOUND				
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES				
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.				
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTANT.				
FURNITURE & FLOORING TASKS		MONTHLY		QUARTERLY
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)				
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS				
VACUUM ALL UPHOLSTERED FURNITURE				
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
Spot cleaning of carpets 1-2 times.				
Powerwashing around the facility 1-2 times a year.				
General cleaning of the "Room and Office and Restroom and Shower Areas" after all events and tournaments.				
General cleaning of the basketball courts after most special events and tournaments.				
Cleaning of the gym rafters, front desk areas and A/C ducts 2-3 times a year.				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY)				
REQUESTED BY: MIKE LOCKWOOD		DATE 05-07-18		

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: _____ Parks Rec _____ BUILDING: _NORTH GREENWOOD REC CENTER_____

LOCATION 15

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS				
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS				
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS				
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTANT				
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT				
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,				
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.				
WIPE DOWN ALL FURNITURE IN COMMON AREAS				
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES				
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.				
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS				
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS				
REMOVE ANY COBWEBS FOUND				
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES				
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.				
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTANT.				
FURNITURE & FLOORING TASKS		MONTHLY		QUARTERLY
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)				
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS				
VACUUM ALL UPHOLSTERED FURNITURE				
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
Spot cleaning of carpets 1-2 times.				
Powerwashing around the facility 1-2 times a year.				
General cleaning of the "Room and Office and Restroom and Shower Areas" after all events and tournaments.				
General cleaning of the basketball courts after most special events and tournaments.				
Cleaning of the gym rafters, front desk areas and A/C ducts 2-3 times a year.				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY)				
REQUESTED BY: MIKE LOCKWOOD	DATE 05-07-18			

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: LIBRARY

BUILDING: NORTH GREENWOOD

LOCATION 16

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS	X			
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS		X		
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS	X			
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTANT		X		
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT			X	
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,				
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.	X			
WIPE DOWN ALL FURNITURE IN COMMON AREAS				
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES		X		
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.				
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS			X	
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS	X			
REMOVE ANY COBWEBS FOUND	X			
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES	X			
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.	X			
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTANT.				
FURNITURE & FLOORING TASKS				
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)	X(SEE COMMENT 1)			
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS		X		
VACUUM ALL UPHOLSTERED FURNITURE		X		
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS		X		
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
(1) BI-MONTHLY				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY				
REQUESTED BY	JENNIFER OBERMAIER	DATE	4/30/2018	

JANITORIAL SERVICES CLEANING FREQUENCY

DEPT: _____ BUILDING: _____
 CUSTODIAL SERVICES CLEANING FREQUENCY

LOCATION 17

P&R Armory Building 706 N Missouri Avenue

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS		x		
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS		x		
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS		x		
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTANT		x		
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT		x		
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,		x		
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.		x		
WIPE DOWN ALL FURNITURE IN COMMON AREAS			x	
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES			x	
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.		x		
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS				x
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS		x		
REMOVE ANY COBWEBS FOUND		x		
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES		x		
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.		x		
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTANT.		x		
FURNITURE & FLOORING TASKS		MONTHLY		QUARTERLY
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)				x
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				x
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS				x
VACUUM ALL UPHOLSTERED FURNITURE				x
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				x
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY)				
REQUESTED BY		DATE		
APPROVED BY		DATE		

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: _____ Parks Rec _____ BUILDING: _Jack Russell_1B Restrooms _____

LOCATION 18

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS				
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS				
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS				
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTIONANT				
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT				
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,				
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.				
WIPE DOWN ALL FURNITURE IN COMMON AREAS				
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES				
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.				
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS				
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS				
REMOVE ANY COBWEBS FOUND				
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES				
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTIONANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.	Bi Weekly Jan, April, May, June. Weekly Feb-April, Monthly Aug-Dec			
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTIONANT.				
FURNITURE & FLOORING TASKS		MONTHLY		QUARTERLY
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)				
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS				
VACUUM ALL UPHOLSTERED FURNITURE				
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY)				
REQUESTED BY: JIM HALIOS	DATE 04-30-18			

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: Parks Rec BUILDING: Jack Russell offices

LOCATION 18

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS		x		
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS		x		
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS		x		
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTANT		x		
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT		n/a		
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,		x		
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.		x		
WIPE DOWN ALL FURNITURE IN COMMON AREAS				x
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES				x
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.				x
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS			x	
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS		x		
REMOVE ANY COBWEBS FOUND		x		
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES		x		
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.		x		
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTANT.		n/a		
FURNITURE & FLOORING TASKS		MONTHLY		QUARTERLY
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)	n/a			
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS	n/a			
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS	n/a			
VACUUM ALL UPHOLSTERED FURNITURE	n/a			
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS	n/a			
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY)				
REQUESTED BY: JIM HALIOS	DATE 04-30-18			

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: _____ Parks Rec _____ BUILDING: _Jack Russell_ 3B restrooms _____

LOCATION 18

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS				
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS				
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS				
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTANT				
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT				
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,				
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.				
WIPE DOWN ALL FURNITURE IN COMMON AREAS				
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES				
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.				
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS				
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS				
REMOVE ANY COBWEBS FOUND				
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES				
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.		Bi Weekly Jan, April, May, June. Weekly Feb-April, Monthly Aug-Dec		
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTANT.				
FURNITURE & FLOORING TASKS		MONTHLY		QUARTERLY
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)				
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS				
VACUUM ALL UPHOLSTERED FURNITURE				
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY)				
REQUESTED BY: JIM HALIOS	DATE 04-30-18			

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: Public Utilities - MARSHAL

BUILDING: MS Control Room

LOCATION 19

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS		X		
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS		X		
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS		2X		
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTANT		2X		
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT		X		
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,		2X		
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.		2X		
WIPE DOWN ALL FURNITURE IN COMMON AREAS		X		
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES			X	
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.		X		
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS			X	
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS		2X		
REMOVE ANY COBWEBS FOUND		X		
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES			X	
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.	X			
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTANT.	X			
FURNITURE & FLOORING TASKS				
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)			X	
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS			X	
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS			X	
VACUUM ALL UPHOLSTERED FURNITURE	X			
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS			X	
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
THIS WILL INCUDE ALL AREAS ON THE FIRST FLOOR (LOCKER ROOMS AND SHOWERS)				
ENTIRE SECOND FLOOR AREAS THAT ARE ACCESSIBLE				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY				
REQUESTED BY	RICHARD GARNDER	DATE	30-Apr-18	

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: _____ Parks Rec _____ BUILDING: _Sid Lickton Press Box and

LOCATION 22 _____ concessions _____

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS			x	
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS			X	
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS			X	
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTANT			X	
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE			X	
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS,			X	
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN			X	
WIPE DOWN ALL FURNITURE IN COMMON AREAS				X
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES				X
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.				X
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, &				X
FLOORS			X	
REMOVE ANY COBWEBS FOUND			X	
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES				X
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER				
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH				
FURNITURE & FLOORING TASKS		MONTHLY		QUARTERLY
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)				
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS				
VACUUM ALL UPHOLSTERED FURNITURE				
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
Concession stand cleaning (scrubbing of floors, including under equipment; cleaning counters/prep tables/refridgerator doors; spot clean of walls, etc) Bi Annually				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY				
REQUESTED BY: JIM HALIOS	DATE 04-30-18			

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: Public Utilities

BUILDING: C - PWC

LOCATION 24

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS		3X		
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS		3X		
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS		3X		
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTANT		3X		
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT		3X		
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,		3X		
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.		3X		
WIPE DOWN ALL FURNITURE IN COMMON AREAS		X		
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES			X	
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.		X		
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS			X	
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS		X		
REMOVE ANY COBWEBS FOUND			X	
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES		X		
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.	X			
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTANT.				
FURNITURE & FLOORING TASKS				
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)				X
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				X
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS		X		
VACUUM ALL UPHOLSTERED FURNITURE		X		
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				X
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
Building C - Locker room , approx 10 x 25 foot area that need daily sweeping and weekly mopping. This area is to the north of the womens (and mens) restrooms, in the meter shop portion of building C.				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY				
REQUESTED BY	Glenn Daniel	DATE	4/24/2018	

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: _____ Parks Rec _____ BUILDING: _LONG CENTER_____

LOCATION 26

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS				
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS				
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS				
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTANT				
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT				
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,				
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.				
WIPE DOWN ALL FURNITURE IN COMMON AREAS				
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES				
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.				
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS				
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS				
REMOVE ANY COBWEBS FOUND				
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES				
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.				
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTANT.				
FURNITURE & FLOORING TASKS		MONTHLY		QUARTERLY
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)				
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS				
VACUUM ALL UPHOLSTERED FURNITURE				
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
Spot cleaning of carpets 1-2 times.				
Powerwashing around the facility 1-2 times a year.				
General cleaning of the "Room and Office and Restroom and Shower Areas" after all events and tournaments.				
General cleaning of the basketball courts after most special events and tournaments.				
Cleaning of the gym rafters, front desk areas and A/C ducts 2-3 times a year.				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY)				
REQUESTED BY: MIKE LOCKWOOD	DATE 05-07-18			

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: _____ Parks Rec _____ BUILDING: _Joe D Press Box_____

LOCATION 27

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS			x	
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS			X	
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS			X	
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTIONANT			X	
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT			X	
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,			X	
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.			X	
WIPE DOWN ALL FURNITURE IN COMMON AREAS				X
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES				X
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.				X
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS				X
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS			X	
REMOVE ANY COBWEBS FOUND			X	
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES				X
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTIONANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.				
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTIONANT.				
FURNITURE & FLOORING TASKS		MONTHLY		QUARTERLY
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)				
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS				
VACUUM ALL UPHOLSTERED FURNITURE				
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY)				
REQUESTED BY: JIM HALIOS	DATE 4-30-18			

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: _____ Parks Rec _____ BUILDING: Joe D Concessions

LOCATION 27

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS				
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS				
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS				
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTIONANT				
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT				
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,				
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.				
WIPE DOWN ALL FURNITURE IN COMMON AREAS				
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES				
CLEAN AND DISENFECTION ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.				
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS				
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS				
REMOVE ANY COBWEBS FOUND				
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES				
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTIONED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTIONANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.				
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTIONANT.				
FURNITURE & FLOORING TASKS		MONTHLY		QUARTERLY
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)				
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS				
VACUUM ALL UPHOLSTERED FURNITURE				
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
Concession stand cleaning (scrubbing of floors, including under equipment; cleaning counters/prep tables/refridgerator doors; spot clean of walls, etc) Bi Annually				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY				
REQUESTED BY: JIM HALIOS	DATE 04-30-18			

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: _____ Parks Rec _____ BUILDING: _Joe D Press Box_____

LOCATION 27

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS				
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS				
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS				
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTIONANT				
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT				
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,				
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.				
WIPE DOWN ALL FURNITURE IN COMMON AREAS				
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES				
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.				
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS				
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS				
REMOVE ANY COBWEBS FOUND				
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES				
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTIONANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.				
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTIONANT.				
FURNITURE & FLOORING TASKS		MONTHLY		QUARTERLY
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)				
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS				
VACUUM ALL UPHOLSTERED FURNITURE				
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
Concession stand cleaning (scrubbing of floors, including under equipment; cleaning counters/prep tables/refridgerator doors; spot clean of walls, etc) Bi Annually				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY)				
REQUESTED BY: JIM HALIOS	DATE 04-30-18			

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: _____ Parks Rec _____ BUILDING: _ECM 8 Press box _____

LOCATION 29

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS			x	
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS			X	
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS			X	
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTANT			X	
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT			X	
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,			X	
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.			X	
WIPE DOWN ALL FURNITURE IN COMMON AREAS				X
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES				X
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.				X
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS				X
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS			X	
REMOVE ANY COBWEBS FOUND			X	
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES				X
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.				
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTANT.				
FURNITURE & FLOORING TASKS		MONTHLY		QUARTERLY
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)				
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS				
VACUUM ALL UPHOLSTERED FURNITURE				
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
Press Box cleaned weekly in the first three weeks of March				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY)				
REQUESTED BY: JIM HALIOS	DATE 04-30-18			

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: _____ Parks Rec _____ BUILDING: _ECM soccer restrooms at fields 5-7_____

LOCATION 30

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS				
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS				
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS				
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTIONANT				
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT				
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,				
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.				
WIPE DOWN ALL FURNITURE IN COMMON AREAS				
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES				
CLEAN AND DISENFECTION ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.				
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS				
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS				
REMOVE ANY COBWEBS FOUND				
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES				
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTIONED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTIONANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.		First 3 weeks of March		
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTIONANT.				
FURNITURE & FLOORING TASKS		MONTHLY		QUARTERLY
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)				
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS				
VACUUM ALL UPHOLSTERED FURNITURE				
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
Powerwashing around the facility 1-2 times a year.				
General cleaning of the "Room and Office and Restroom and Shower Areas" once a month and before special events				
General cleaning of the bathrooms during/after tournaments. ☑				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY)				
REQUESTED BY: MIKE LOCKWOOD	DATE 05-07-18			

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: _____ Parks Rec _____ BUILDING: _ECM soccer restrooms at fields 1-4_____

LOCATION 31

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS				
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS				
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS				
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTIONANT				
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT				
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,				
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.				
WIPE DOWN ALL FURNITURE IN COMMON AREAS				
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES				
CLEAN AND DISENFECTION ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.				
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS				
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS				
REMOVE ANY COBWEBS FOUND				
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES				
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTIONED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTIONANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.		First 3 weeks of March		
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTIONANT.				
FURNITURE & FLOORING TASKS		MONTHLY		QUARTERLY
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)				
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS				
VACUUM ALL UPHOLSTERED FURNITURE				
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY)				
REQUESTED BY: JIM HALIOS	DATE 04-30-18			

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: Public Utilities - East WRF

BUILDING: Control Building

LOCATION 32

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS		X		
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS		X		
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS		2X		
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTANT		2X		
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT		X		
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,		2X		
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.		2X		
WIPE DOWN ALL FURNITURE IN COMMON AREAS		X		
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES			X	
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.		X		
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS			X	
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS		2X		
REMOVE ANY COBWEBS FOUND		X		
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES			X	
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.	X			
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTANT.	X			
FURNITURE & FLOORING TASKS				
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)				
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				X
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS				X
VACUUM ALL UPHOLSTERED FURNITURE		X		
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
THIS WILL INCLUDE ALL AREAS ON THE FIRST FLOOR (LOCKER ROOMS AND SHOWERS)				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY				
REQUESTED BY	RICHARD GAEDNER	DATE	4/30/2018	

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: LIBRARY

BUILDING: COUNTRYSIDE

LOCATION 34

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS	X			
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS	X			
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS	X			
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTANT	X			
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT	X			
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,	X			
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.	X			
WIPE DOWN ALL FURNITURE IN COMMON AREAS	X			
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES		X		
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.	X			
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS		X		
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS	X			
REMOVE ANY COBWEBS FOUND		X		
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES	X			
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.	X			
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTANT.				
FURNITURE & FLOORING TASKS				
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)	x (SEE COMMENT 1)			
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS			X (SEE COMMENT 2)	
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS	X			
VACUUM ALL UPHOLSTERED FURNITURE	X			
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS			X	
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
(1) BI-MONTHLY				
(2) FLOORS ARE STRIPPED AND BUFFED YEARLY				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY)				
REQUESTED BY	JENNIFER OBERMAIER	DATE	4/30/2018	

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: _____ Parks Rec _____ BUILDING: COUNTRY SIDE REC CENTER _____

LOCATION 35

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS				
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS				
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS				
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTANT				
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT				
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,				
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.				
WIPE DOWN ALL FURNITURE IN COMMON AREAS				
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES				
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.				
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS				
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS				
REMOVE ANY COBWEBS FOUND				
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES				
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.				
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTANT.				
FURNITURE & FLOORING TASKS		MONTHLY		QUARTERLY
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)				
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS				
VACUUM ALL UPHOLSTERED FURNITURE				
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
Spot cleaning of carpets 1-2 times.				
Powerwashing around the facility 1-2 times a year.				
General cleaning of the "Room and Office and Restroom and Shower Areas" after all events and tournaments.				
General cleaning of the basketball courts after most special events and tournaments.				
Cleaning of the gym rafters, front desk areas and A/C ducts 2-3 times a year.				
Wax the gym floor 4-6 times a year.				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY)				
REQUESTED BY: MIKE LOCKWOOD			DATE 05-07-18	

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: _____ Parks Rec _____ BUILDING: COUNTRY SIDE SPORTS PLEX _____

LOCATION 36

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS				
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS				
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS				
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTIONANT				
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT				
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,				
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.				
WIPE DOWN ALL FURNITURE IN COMMON AREAS				
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES				
CLEAN AND DISENFECTION ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.				
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS				
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS				
REMOVE ANY COBWEBS FOUND				
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES				
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTIONED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTIONANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.				
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTIONANT.				
FURNITURE & FLOORING TASKS		MONTHLY		QUARTERLY
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)				
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS				
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS				
VACUUM ALL UPHOLSTERED FURNITURE				
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS				
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
Spot cleaning of carpets 1-2 times.				
Powerwashing around the facility 1-2 times a year.				
General cleaning of the "Room and Office and Restroom and Shower Areas" once a month and before special events				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY)				
REQUESTED BY: MIKE LOCKWOOD			DATE 05-07-18	

CUSTODIAL SERVICES CLEANING FREQUENCY

DEPT: Public Utilities - NE WRF

BUILDING: NE Control Room

LOCATION 37

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY
ROOM & OFFICE CLEANING				
VACUUM AND SPOT CLEAN ALL HIGH TRAFFIC AREAS		X		
CLEAN ALL GENERAL CARPET AREAS AND ALL DOORMATS		X		
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS. EMPTY ALL ASH TRAYS INTO DUMPSTERS		2X		
CLEAN/POLISH ALL WATER FOUNTAINS WITH DISENFECTANT		2X		
CLEAN ALL ENTRY DOOR GLASS AND GLASS IN RECEPTION AREAS TO OFFICE HEIGHT		X		
DUST MOP, VACUUM, AND WET MOP ALL ENTRY AREAS, HALLWAYS, KITCHENS, STAIRWELLS,		2X		
CLEAN ALL TABLES AND COUNTER TOPS IN KITCHEN AND BREAK ROOM AREAS. CLEAN INSIDE AND OUTSIDE OF ALL MICROWAVES IN BREAK AND KITCHEN AREAS.		2X		
WIPE DOWN ALL FURNITURE IN COMMON AREAS		X		
DUST ALL PICTURE FRAMES, CLOCKS, DOOR FRAMES, CEILING FANS, MOULDINGS ON CEILING, TOPS OF CUBICLES OR PARTITIONS, WINDOWSILLS, BOOKSHELVES, DISPLAY CASES, HORIZONTAL SURFACES			X	
CLEAN AND DISENFECT ALL DOOR HANDLES AND STAIR HANDRAILS, PUSH BARS, KICK PLATES, ETC.		X		
DUST ALL VENTS INCLUDING CEILING HVAC VENTS , LIGHTING FIXTURES, & BLINDS			X	
SWEEP AND DAMP MOP ALL HARD SURFACE FLOORS, INCLUDING ELEVATOR FLOORS		2X		
REMOVE ANY COBWEBS FOUND		X		
SPOT CLEAN DOORS, DOOR HANDLES, DOOR FRAMES			X	
RESTROOMS & SHOWER CLEANING				
ALL RESTROOMS WILL BE CLEANED AND DISENFECTED. ALL SINKS, TOILETS, FLUSH VALVES, URINALS TO BE CLEANED INSIDE AND OUT. WIPE DOWN ALL HARD SURFACES. CLEAN ALL GLASS AND MIRRORS. REFILL ALL PAPER TOWELS, TOILET PAPER, AND ALL HAND SANITIZERS AND HAND SOAP DISPENSERS. SWEEP CLEAN AND DAMP MOP ALL SHOWER AND RESTROOM FLOORS WITH WATER AND DISENFECTANT CLEANER. CLEAN PARTITIONS, MOLDINGS, LEDGES, ETC.	X			
ALL SHOWER WALLS, DOORS, HANDLES, FRAMES CLEANED WITH DISENFECTANT.	X			
FURNITURE & FLOORING TASKS				
	MONTHLY		QUARTERLY	
CLEAN AND EXTRACT CARPET IN FACILITY (DRY OR WET)			X	
STRIP, BUFF, AND REFINISH ALL VCT/TILE FLOORS			X	
SCRUB CERAMIC TILE FLOORS AND ALL GROUT AND BASEBOARDS			X	
VACUUM ALL UPHOLSTERED FURNITURE	X			
CLEAN AND EXTRACT ALL UPHOLSTERED FURNITURE AND PARTITIONS			X	
ADDITIONAL COMMENTS OR FACILITY SPECIFIC REQUESTS:				
THIS WILL INCUDE ALL AREAS ON THE FIRST FLOOR (LOCKER ROOMS AND SHOWERS)				
ENTIRE SECOND FLOOR AREAS THAT ARE ACCESSIBLE				
* X= STANDARD LEVEL OF SERVICE				
** 2X- ENHANCED LEVEL OF SERVICE (TASK COMPLETED TWICE WITHIN TASK FREQUENCY				
REQUESTED BY	RICHARD GARNER	DATE	30-Apr-18	