

Description of Services

Services to be Rendered

Daily Cleaning (Monday-Friday)

(All disinfecting will be done with Bleach)

Vacuuming/Sweeping Lobby area and front

Sweeping /Mopping all hard floor surfaces

Restrooms – Clean and Disinfect – also included are doors and latches

Trash

Doorknobs and light plate disinfect

Counters – Clean and Disinfect

Replenish toiletries and soap in restrooms

Clean break room area – Disinfect

Clean and disinfect drinking fountains

Clean out the microwaves in the breakroom

Clean the coffee decanters in the breakroom

Weekly Cleaning (Saturday)

In addition to daily cleaning:

Vacuum all common areas

Dusting all allowed surfaces (not desks)

Shine appliances

Front doors/windows (all others every six months)

Pour Bleach down the vent traps in restrooms

Lobby plexiglass (special cleaning solution)

Monthly Cleaning (Once a Month)

Vacuum/Mop under easily moveable furniture

Clean window seals/ledges

Clean the refrigerator in board room

Quarterly (Once every three months)

Dust picture frames

Spider webs off walls, corners, etc.

Dust baseboards

Deep clean restrooms. This includes stall walls, tops of stalls, mirror frames, tile on walls, etc.

Dust wooden doors and cabinets

Semi-Annual Cleaning

Windows – inside and out

Clean ledges in lobby and board room (Ladder will be provided)

Services to be provided after 5:00 p.m. and before 8 a.m. Monday through Friday (room for fluctuation on Friday into Saturday's duties). In addition to daily tasks, weekly, monthly, quarterly and semi-annual duties will be performed on weekends. Scheduling conflicts are possible, depending on activities taking place at the Cooperative. Contractor is responsible for not interfering with meetings in progress.

It shall be understood that all work in the housekeeping line will be taken care of whether or not it is included in the detailed specifications. Upon agreement by both parties.