

JANITORIAL SPECIFICATIONS

COMMON AREAS

(Common Area is defined as any area outside the walls of a particular tenant space, or in single tenant buildings, the vestibules, stairwells, and main corridors in the building)

- Vacuum all lobbies, halls, vending rooms and elevators.
- Edge the above mentioned areas weekly (this may need to be done more often in the winter months).
- Remove all stains from common area carpets.
- Remove all trash from waste receptacles.
- Clean and polish all water fountains.
- Dust and clean the glass to all Building directory signage.
- Dust and clean all lobby furniture.
- Spot clean the glass to the entries and sidelights to the tenant suites.
- Dust the doorframes at the entries of the Building and tenant suites.
- Clean all scuffs and smudges on the walls as needed.
- Clean diffusers or exhaust fans monthly or as needed.

STAIRWELLS

- Sweep nightly and mop as necessary.
- Vacuum carpeted areas nightly
- Strip and wax the waxable tile monthly or as needed.
- Dust and wipe down the banister and sills nightly.
- Clean the baseboards every time wet mopping is needed.

ELEVATORS (if applicable)

- Vacuum and edge nightly.
- Clean grooves to the doors nightly on each floor.
- Clean and polish stainless steel or brass interiors.
- Clean control panel of fingerprints and smudges.
- Dust or wipe down the ceiling panels monthly.
- Wipe down the interior walls as needed.

RESTROOMS

- Empty all trash containers nightly.
- Replace trash liner if it is torn or has food products thrown in it (i.e., coffee, pop).
- Restock all paper products and dispensers nightly.
- Fill soap dispensers and make sure they are operational by testing them nightly.

- Clean mirrors nightly.
- Clean and sanitize counters, sinks, faucets, toilets and urinals nightly (making sure the inside/outside/bottom of fixtures are addressed).
- Polish all stainless steel and chrome items and fixtures nightly.
- Clean the walls of the partitions weekly or as needed.
- Clean and polish all kick plates and push plates as needed.
- Clean the exhaust vent weekly.
- Sweep and wet mop floors nightly.
- Strip and wax floors monthly or as needed. (if applicable)
- Vacuum carpeted entrances nightly.
- Pour water down the floor drains to ensure the traps are full to control sewer odor as needed.

OFFICE AREAS

- Empty all trash containers nightly.
- Replace trash liner if it is torn or has food products thrown in it (i.e., coffee or pop).
- Tie liners to the containers.
- Vacuum all carpeted areas nightly.
- Edge all carpeted areas by weekly.
- Wet mop the tile areas nightly.
- Strip and wax the tile areas as needed.
- Dust the following: furniture, pictures, partitions, filing cabinets, reception furniture, door sidelight frames, etc. weekly or as needed.
- **DO NOT DUST COMPUTER KEYBOARDS OR ELECTRICAL EQUIPMENT.**
- Spot clean the sidelight glass at the entrance nightly.
- Clean and vacuum entrance mats nightly.
- Spot clean spots on the carpeting nightly.
- Clean windowsills and ledges nightly.
- Clean and sanitize all washroom and kitchenettes nightly.
- Clean all blinds on a monthly basis or as needed.
- Clean all cleared desktops and work surfaces as requested by tenant (papers are not to be disturbed).
- Clean all specialty items as requested by the tenant (i.e., refrigerators, microwaves, etc.; schedule for this service provided by tenant). Some requests may have an additional fee.