

## **General Offices, Private Offices, Lounges and Meeting Rooms**

### I. Trash collection

- A) Gather waste and remove to designated storage area.
- B) Remove only what is in waste receptacles or otherwise clearly marked as waste, trash etc.
- C) Damp wipe receptacles as needed.
- D) Keep wastebaskets free of dust, debris or residue.
- E) Replace plastic liners as required.

Recyclable papers are to be collected and removed as instructed by customer.

### II. Hard surface floors

- A) Sweep / Vacuum all hard surface floor surfaces.
- B) Keep all areas free of trash and foreign matter.
- C) Remove dust from corners, behind radiators, under furniture, doors and where sweeping / vacuuming can reach.
- D) Damp mop floor area.
- E) Keep walls, baseboards and other surfaces free of splash.
- F) Spot clean spillage, gum, heel marks etc from areas.

### III. Carpet spotting and Upholstery Cleaning

A) Upholstery cleaning, Carpet cleaning and spotting will be done upon request at an additional charge to be performed by a sub-contractor.

### IV. Carpet Vacuuming

- A) Vacuum all carpeted areas.
- B) Check edges and corners.
- C) Remove staples, if possible.

### V. Telephones, desk accessories, and papers

1. Dust telephones, desk accessories as needed.
2. Do not disturb paperwork on desks.

### VI. Common Area Dust and soil removal

1. Remove dust, soil, water stains, spots, streaks and smudges from desk tops as needed. (Do Not Disturb Paper Work)
2. Remove dust from corners, crevices, moldings and ledges. Dust ledges, sills and flat surfaces to six feet.
3. Keep desk tops and horizontal surfaces of counters, credenzas and file cabinets free of dust and spills.
4. Keep glass desk tops free of soil, dust, streaks and spots.
5. Keep railings, ledges, grills, fire apparatus, doors dusted.
6. Damp wipe hand marks, smudges, soil, dust and spots from walls when seen if possible.

Deep detail dusting will be done upon request at an extra charge such as removing knick-knacks from shelves and cleaning items and polishing shelves.

#### VII. Furniture

1. Dust or spot wipe chairs to include legs for soil, dust and prints as needed.
2. Do not disturb papers on furniture (unless magazines then adjust for neatness).

#### VIII. Entry Glass

- 1) Clean front door glass inside and out as needed each time.

#### IX. Doors, Door frames and thresholds

- A) Spot clean doors and door frames as needed.
- Dust inside of door jams as needed.

#### X. Walls and switch plates

- A) Spot clean walls and switch plates as needed (if oil based, stop if paint fades at all)

#### XI. Lights, blinds, and drapes

- A) Leave on only designated lights

Leave Venetian blinds and drapes in uniform order (Down and closed unless otherwise specified)