

Note: Below is a sample office scope of work. Your actual scope of work will be customized to your facility and needs.



Your cleaning schedule

OFFICES, ENTRANCES, RECEPTION AREAS, HALLWAYS, AND COMMON AREAS

Every Clean	Dust empty horizontal surfaces, i.e. Desk, Credenza, Counter, and File cabinet tops using color coded microfiber cloths to prevent cross contamination
Every Clean	Spot clean horizontal surfaces for removal of coffee rings and spillage
Every Clean	Entrance doors and internal glass partitions cleaned of fingerprints and smudges
Every Clean	Walls/ partitions cleaned of fingerprints and smudges
Every Clean	Clean and sanitize drinking fountains
Every Clean	Empty all wastepaper receptacles, replace liners as needed
Every Clean	Vacuum, sweep, or dust mop all hard surface floors and carpeted traffic areas
Every Clean	Thoroughly mop all hard surface floors
Weekly	Verilux UV Wand all Keyboards and telephone receivers
Weekly	Disinfect light switches, light switch plate covers, and door handles
Weekly	Polish all drinking fountains (if any)
Monthly	High dusting – air vents, tops of doors, door frames, ceiling corners, picture frames (under 10 ft)
Monthly	Low dusting – front and sides of desks, legs of chairs, tables, and chair bases
Monthly	Furniture – vacuum fabric and wipe down other surfaces to remove dust and lint
Monthly	Detail vacuum carpet edges and corners along walls and partitions
Monthly	Dust all baseboards
Monthly	Table bases and chair legs cleaned



**KITCHEN, COFFEE AREAS
(IF ANY)**

Every Clean	Counters and tabletops cleaned with approved disinfectant
Every Clean	Fronts of counters and chairs cleaned
Every Clean	Sinks cleaned with approved disinfectant
Every Clean	Wipe down outside of refrigerator
Every Clean	Clean inside and outside of microwave
Every Clean	Trash removed, replace liners as needed
Every Clean	Coffee machines turned off

**RESTROOMS
(IF ANY)**

Every Clean	Clean and disinfect all dispensers, mirrors, counter tops, wash basins, toilets, toilet seats, and urinals
Every Clean	Empty trash receptacles, replace liners as needed
Every Clean	Empty sanitary napkin receptacle and disinfect
Every Clean	Spot clean partitions and tile walls
Every Clean	Restock hand soap and paper products
Every Clean	Disinfect partition handles, door handles, and light switches
Every Clean	Clean and sanitize outsides of dispensers and trash receptacles
Every Clean	Polish all dispensers, fixtures, and mirrors
Every Clean	Sweep and thoroughly mop floors
Weekly	High dust – tops of partitions, air vents, mirror frames, and tops of doors
Weekly	Clean and disinfect restroom partitions and walls around toilets and urinals