

## GBA Cleaning Contractors Routine Schedule

### Office Areas

<b><i>Housekeeping Tasks</i></b>	<b><i>Nightly</i></b>	<b><i>Weekly</i></b>	<b><i>Monthly</i></b>
Dust mop and spot mop all floors	x		
Vacuum and spot clean all floors	x		
Empty waste and recycle bins	x		
Horizontal furniture dusting	x		
Properly replace chairs	x		
Clean doors and door frames	x		
Wet mop and buff floors		x	
Dust vertical surfaces		x	
Damp wipe Window sills		x	
Clean glass		x	
Dust all items in exposed ceilings		x	
Vacuum, damp wipe all vents			x
Clean storage areas			x
Dust window blinds			x

### Restrooms

<b><i>Housekeeping Tasks</i></b>	<b><i>Nightly</i></b>	<b><i>Weekly</i></b>	<b><i>Monthly</i></b>
Sweep and then wet mop floors	x		
Empty trash receptacles	x		
Empty feminine waste receptacles	x		
Glass cleaning	x		
Wash toilets,seats,urinals inside/out	x		
Clean all door interiors	x		
wash stall dividers and walls	x		
Clean wash basins/wipe metal	x		
Clean showers	x		
Remove any/all soap scum	x		
Mop tile floors in locker rooms	x		
Refill soap dispenser	x		
Refill paper towel dispenser	x		
Replace toilet tissue rolls	x		
Damp wipe trash cans		x	
Clean air and door grills		x	
Clean janitorial closets		x	
Dust Lockers		x	
Clean Baseboard grouting			x
Scrub restrooms floors			x