



Cleaning Contractors

GEORGIA BUILDING AUTHORITY

**Routine
Schedule**

Office Areas Housekeeping Tasks	Nightly	Weekly	Monthly
Dust mop and spot mop all floors	✓		
Vacuum and spot clean all floors	✓		
Empty waste and large recycle bins	✓		
Horizontal furniture dusting	✓		
Clean doors and door frames	✓		
Wet mop and buff floors		✓	
Dust vertical surfaces		✓	
Clean vertical glass		✓	
Dust all items in exposed ceilings			✓
Vacuum, damp wipe all vents			✓
Clean storage areas			✓
Dust window blinds			✓
Restrooms Housekeeping Tasks	Nightly	Weekly	Monthly
Sweep and then wet mop floors	✓		
Empty trash receptacles	✓		
Empty feminine waste receptacles	✓		
Glass cleaning	✓		
Wash toilets, seats, urinals inside/out	✓		
Clean all door interiors	✓		
Wash stall dividers and walls	✓		
Clean wash basins/wipe metal	✓		
Refill soap dispenser	✓		
Refill paper towel dispenser	✓		
Replace toilet tissue rolls	✓		
Damp wipe trash cans		✓	
Clean air and door grills		✓	
Clean janitorial closets		✓	
Scrub restroom floors			✓