

TASK SCHEDULE

EXTENT OF SERVICE	FREQUENCY OF SERVICE									
Regular Services CLASSROOMS, LABS, MUSIC ROOMS, OFFICES	DAILY	WEEKLY	MONTHLY	بذ					X PER YEAR	AS DIRECTED IAT EXTRA COST)
Entrance doors/glass cleaned inside and out	Х									
Clean entrance under mats, mats/sweep all entrance areas and remove any debris	Χ									
Dust free sweeping of all tile floors and stairwells	Χ									
Special attention to be given to corners and behind doors to prevent dirt and cob webs from building up	Х									
Vacuum all carpeted floors	Х									
Vacuum/mop all elevators and disinfect control panel	Χ									
Spot clean any spills on carpets	Χ									
Spot clean any buildup of spills on tile floors	Х									
Disinfect all drinking fountains, door knobs, hand rails, panic bars, light switches, etc.	Х									
Daily collection of trash and recycling from each facility, disposed of in dumpster and recycling containers	Х									
Spot clean walls	Х									
Clean and disinfect all student desks	Х									
Dry clean chalkboards	Х									
Wet clean chalkboards		Х								
Empty pencil sharpeners	Х									
Low dust all horizontal surfaces to hand height (70") including sills, ledges, moldings, shelves, picture High dust above hand height all horizontal surfaces, including functions above the second surfaces.		Х								
including furniture, cabinetry, refrigerators, shelves, moldings, ledges		Х								
Remove dust and cobwebs from ceiling areas.			Х							
Complete damp mop and or vacuum of all carpeted		Х								
All tiles floors to be wet mopped or machine scrubbed		X								
Clean vents		Х								
All chairs dusted, cleaned and or vacuumed of lint			Х							
Window frames, high ledges and blinds vacuumed of lint/dust			X							
Dust light fixtures			Х							

Regular Services II. WASHROOMS	DAILY	WEEKLY	MONTHLY	QUARTERLY	WINTER BREAK	SPRING BREAK	SUMMER BREAK	MONTH	X PER YEAR	AS DIRECTED IAT EXTRA COST)
Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, hand basins	Х									
Clean all glass and mirrors	Х									
Empty all containers and disposals, insert liners as required, spot clean and sanitize container. Liners to be furnished by client	Х									
Empty and sanitize interior of sanitary container.	Χ									
Spot clean all walls, doors and partitions	Χ									
Clean and disinfect bathroom wall partitions		Χ								
Refill all dispensers to normal limits - napkins, soap, tissue, towel, liners, seat holders, cups, supplies to be furnished by client Low dust all horizontal surfaces below 36" including sills, moldings, ledges, shelves, frames, ducts,	Х									
heating outlets High dust above hand height all horizontal surfaces		Χ								
including shelves, ledges, moldings.		Х								
Mop and sanitize hard floor	Х									
Clean, remove soap scum and sanitize all showers	Х									
Regular Services				~ \				^-	~	0 4
CAFETERIA AND KITCHEN AND BREAK AREAS	DAILY	WEEKLY	MONTHL	OUARTER L)	WINTER BREAK	SPRING BREAK	SUNNNER BREAK	APER MONTH	X PEI	AS DIRECTEI (AT EXTR COST)
CAFETERIA AND KITCHEN AND BREAK	X DAILY	WEEKLY	MONTHL	QUARTER LY	WINTER BREAK	SPRING BREAK	SUNMER BREAK	MOWTH	XPEH YEAR	AS DIRECTE (AT EXTR COST)
CAFETERIA AND KITCHEN AND BREAK AREAS Damp clean and sanitize sinks, counter tops and		\times MEE_{RLY}	MONTHL	QUARTER ()	WINTER BREAK	SPRING BREAK	SUMMER BREAK	NOWTH	X PER	AS DIRECTE (ATEXTR COST)
CAFETERIA AND KITCHEN AND BREAK AREAS Damp clean and sanitize sinks, counter tops and table			MONTHL	QUARTER (1)	WINTER BREAK	SPRING BREAK	SUMMER BREAK	HINOM HONOW	X PER YEAR	AS DIRECTE (AT EXTR COST)
CAFETERIA AND KITCHEN AND BREAK AREAS Damp clean and sanitize sinks, counter tops and table Buff hard floors Empty all containers and disposals Clean and sanitize drinking fountain	Х		MONTHL	QUARTER (1)	WINTER BREAK	SPRING BREAK	SUMMER BREAK	HWOWN	/ KPE	AS DIRECTE (ATEXTR COST)
CAFETERIA AND KITCHEN AND BREAK AREAS Damp clean and sanitize sinks, counter tops and table Buff hard floors Empty all containers and disposals Clean and sanitize drinking fountain Spot clean doors, frames, light switches, kick and push plates, handles, walls	X		MONTH	QUARTES	HINTEN BREAK	SPRING BREAK	SUMMER BREK	HIVOW	X PEN	AS DMCCTE (ATEXTR COST)
CAFETERIA AND KITCHEN AND BREAK AREAS Damp clean and sanitize sinks, counter tops and table Buff hard floors Empty all containers and disposals Clean and sanitize drinking fountain Spot clean doors, frames, light switches, kick and push plates, handles, walls Low dust (below 36") and high dust (above 72") all horizontal surfaces	X X X		MONTH	QUARTES	ASI/NIN/ BRESK	SPANC BREAK	SUMMER	HIVOW	XPEN /	AS DMCCTE (ATEXTR COST)
CAFETERIA AND KITCHEN AND BREAK AREAS Damp clean and sanitize sinks, counter tops and table Buff hard floors Empty all containers and disposals Clean and sanitize drinking fountain Spot clean doors, frames, light switches, kick and push plates, handles, walls Low dust (below 36") and high dust (above 72") all horizontal surfaces Damp mop resilient and hard floors	X X X	X	MONTH	QUARTES.	ASI/NIN/ BRESK	SPAMS	SUMMER	HVOW	X PEN	AS DMCCTE (ATEXTR COST)
CAFETERIA AND KITCHEN AND BREAK AREAS Damp clean and sanitize sinks, counter tops and table Buff hard floors Empty all containers and disposals Clean and sanitize drinking fountain Spot clean doors, frames, light switches, kick and push plates, handles, walls Low dust (below 36") and high dust (above 72") all horizontal surfaces Damp mop resilient and hard floors Machine scrub and rinse hard floors	X X X	X	MONTH	QUARTES.	ASJUNIU BRESK	SPAMS	SUMMER	HVOW	XPE VEAP	AS DIMECTE (ATEXTRE COST)
CAFETERIA AND KITCHEN AND BREAK AREAS Damp clean and sanitize sinks, counter tops and table Buff hard floors Empty all containers and disposals Clean and sanitize drinking fountain Spot clean doors, frames, light switches, kick and push plates, handles, walls Low dust (below 36") and high dust (above 72") all horizontal surfaces Damp mop resilient and hard floors Machine scrub and rinse hard floors Kitchen Floors/Serving Areas - machine scrub/mop floors (move equipment that is not stationary)	X X X	X	MONTH	QUARTES.	ASI/MIM BESHB	SPANG BREAK	SUMMER	HIVOW	KPE VEAR	AS DIMECTE (ATEXTRE COST)
CAFETERIA AND KITCHEN AND BREAK AREAS Damp clean and sanitize sinks, counter tops and table Buff hard floors Empty all containers and disposals Clean and sanitize drinking fountain Spot clean doors, frames, light switches, kick and push plates, handles, walls Low dust (below 36") and high dust (above 72") all horizontal surfaces Damp mop resilient and hard floors Machine scrub and rinse hard floors Kitchen Floors/Serving Areas - machine scrub/mop	X X X X	X	MONTH	QUARIES ()	MEZHB MALMIM	Mr3H8 SMR48	SUMMER BRESH	HUNOM	XPE VEAR	OMECTE MYEXTR COST)
CAFETERIA AND KITCHEN AND BREAK AREAS Damp clean and sanitize sinks, counter tops and table Buff hard floors Empty all containers and disposals Clean and sanitize drinking fountain Spot clean doors, frames, light switches, kick and push plates, handles, walls Low dust (below 36") and high dust (above 72") all horizontal surfaces Damp mop resilient and hard floors Machine scrub and rinse hard floors Kitchen Floors/Serving Areas - machine scrub/mop floors (move equipment that is not stationary) Clean anti fatigue mats and other nonslip mats (as	x x x x x x x x x	X	MONTH	QUARTES	ASJANIA BARAK	SPAMS BREAK	SUMMER	HIVOW	X PET	AS DIRECTE (AT EXTRE COST)
CAFETERIA AND KITCHEN AND BREAK AREAS Damp clean and sanitize sinks, counter tops and table Buff hard floors Empty all containers and disposals Clean and sanitize drinking fountain Spot clean doors, frames, light switches, kick and push plates, handles, walls Low dust (below 36") and high dust (above 72") all horizontal surfaces Damp mop resilient and hard floors Machine scrub and rinse hard floors Kitchen Floors/Serving Areas - machine scrub/mop floors (move equipment that is not stationary) Clean anti fatigue mats and other nonslip mats (as well as under them)	x x x x	X	MONTH	QUARTES	ASJAN BREAK	SPRING BREAK	SUMMER	HIVOW	X PET	DINECTE (ATEXTR COST)
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Gymnasium ,Auxillary Gym, Fitness Center & Locker Rooms	DAILY	WEEKLY	MONTHLY	QUARTER LY	WINTER BREAK	SPRING BREAK	SUMMER BREAK	MONTH	XPER YEAR	AS DIRECTED (AT EXTRA COST)
Gym floor- dust mop	Х									
Machine scrub gym floors		Х								
Pull out and clean under bleachers		Х								
Remove gum from floors	Х									
Dust top of lockers		Х								
Clean and sanitize all walls, floors and fixtures (Locker Room)	Х									
Additional Services	DAILY	WEEKLY	MONTHLY	OUARTER LY	WINTER BREAK	SPRING BREAK	SUMMER BREAK	MONTH	X PER YEAR	AS DIRECTED (AT EXTRA COST)
Stairways- sweep and damp mop, dust rails	Х									
Auditorium- vacuum and police between seats, and dust mop stage area	Х									
Lockers- dust tops		Х								
Entrances- clean and polish all door mullions and clean door glass Corridors, Halls, Rotunda, cafeteria- high speed	Х	X								
propane buff Corridors, halls, rotunds, cafeteria- scrub and refinish to maintain adequate protective coating		X			Х	Х				
Offices, classrooms, halls, stairwells, cafeteria, labs, clean walls to 6 feet high. Clean all flat surfaces							Х			
Restrooms and Locker Rooms- top to bottom clean and sanitize all walls, floors and fixtures.					Х	Х	Х			
Lockers- clean and sanitize interior and exterior of all lockers Wash all hard furnituire - in classrooms and							X			
lunchrooms Strip clean and refinish all vinyl tile floors							X			
Damp clean vertical blinds					Х	Х				
Clean windows from the inside					X	X				
Clean light diffusers					X	X				
Steam clean all carpeted floors							Х			
General	DAILY	WEEKLY	MONTHLY	QUARTERLY	WINTER BREAK	SPRING BREAK	SUMMER BREAK	NONTH	1X PER YEAR	AS DIRECTED AT EXTRA COST
Notify building contact of any irregularities (I.E. defective plumbing, unlocked doors, lights left on, inventory requirements, restroom supplies.)	X									
Turn off all lights except those to be left on, close windows and lock all doors, report evacuation of building to security organization	Х									
Weekly reports from contractor to include number of staff and hours worked in each facility on a daily basis		X								
The contractor may utilize any time it has allotted to do any other cleaning that may be noted on a spot check basis	Х									
Periodic monitoring of the facility will be conducted by OASD along with the contractor supervisor	Х									