

# CLEANING SPECIFICATIONS

Clean Outlook BCS

480-699-5761

<b>Restrooms</b>	<b>Times/Wk</b>	<b>Times/Mo</b>	<b>Times/Yr</b>	<b>Other</b>
Empty Trash	5			
Sinks, Countertops, Toilets, Urinals (Clean, Sanitize, Polish)	5			
Glass, Mirrors, Chrome (Clean, Polish)	5			
Dispensers: Soap, Tissue, Towels (Fill, Clean, Sanitize)	5			
Partitions (Dust)	1			
Doors, Partitions (Spot Clean)	5			
Restroom Walls, Door Handles, Light Switches (Spot Clean)	5			

## **Break Room**

Clean Sink, Countertops, Tables	5			
Wipe Outsides of Appliances, Vending Machines	5			
Straighten Chairs and Tables	5			
Clean Outside of Microwave	5			
Clean Outside of Refrigerator	5			

## **Floors**

Resilient/Tile – (Sweep, Mop)	5			
Carpet (Vacuum)	5			
Mats (Vacuum)	5			
Detail Vacuum (Edges, Hard to Reach Areas)		1		

## **Windows**

Interior (Wash)				
Exterior (Wash)				
Doorways (Wash)	5			
Office Glass (Spot Clean Fingerprints)	5			

## **Exterior**

Entrance, Stairways (Sweep)	5			
Empty Trash, Ash Trays	5			

## **Office Areas**

	<b>Times/Wk</b>	<b>Times/Mo</b>	<b>Times/Yr</b>	<b>Other</b>
Trash (Empty, Replace liners as needed)	5			
Drinking Fountains (Clean, Polish, Sanitize)	5			
Dust Desk Areas, Tables, File Cabinets, Sills (Horizontal Surfaces)	1			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)		1		
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)		1		
Cleared Desks, Tables (Damp Wipe)	5			
Light Switches, Phones (Wipe, Sanitize)	1			
Push Plates, Kick Plates (Damp Wipe)	1			

<b>Office Areas</b>	<b>Times/Wk</b>	<b>Times/Mo</b>	<b>Times/Yr</b>	<b>Other</b>
Trash (Empty, Replace liners as needed)	5			
Drinking Fountains (Clean, Polish, Sanitize)	5			
Dust Desk Areas, Tables, File Cabinets, Sills (Horizontal Surfaces)	1			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)		1		
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)		1		
Cleared Desks, Tables (Damp Wipe)	5			
Light Switches, Phones (Wipe, Sanitize)	1			
Push Plates, Kick Plates (Damp Wipe)	1			
Baseboards (Dust, Clean)		1		
Clean Elevators (Doors, Walls, Treads, Vacuum)				
Stairwells (Dust, Vacuum)				

### **Closing Checklist**

Push Chairs into desks, tables	5			
Turn off designated lights	5			
Shut designated doors	5			
Lock Entrances, Exits	5			