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| **Item**  | **Task** (See Task Description and Details) | **Frequency**  |
|  | **Restrooms** |  |
| 1.  | Clean Restroom Surfaces  | Daily/As Needed  |
| 2.  | Clean Restroom Sinks and Mirrors  | Daily/As Needed  |
| 3.  | Clean Toilets and Urinals  | Daily/As Needed  |
| 4.  | Descale Toilets and Urinals  | Once a Month  |
| 5.  | Sweep and Mop Restroom Floors  | Daily/As Needed  |
| 6.  | Refill/Clean Paper Dispensers  | Daily/As Needed  |
| 7.  | Refill/Clean Soap Dispensers  | Daily/As Needed  |
|  | **Floors** |  |
| 8.  | Vacuum Carpet (Main Traffic and Heavy Use Areas)  | Daily/As Needed  |
| 9.  | Vacuum Carpet (General Use Areas)  | As Needed  |
| 10.  | Vacuum Carpet Tile at Building Entrances  | Daily/As Needed  |
| 11.  | Carpet Cleaning (Shampoo) (Optional) | Semi-Annually  |
| 12.  | Sweep/Dust Mop/Buff Non-Carpeted Floors  | Daily  |
| 13.  | Damp Mop/Buff Non-Carpeted Floors  | Daily  |
| 14.  | Damp Mop Non-Carpeted Floors  | Daily/As Needed  |
| 15.  | Surface Care, Non-Carpeted Floors  | Daily  |
| 16.  | Clean Interior Floor Mats  | Daily/As Needed |
|  | **Interior Building/Office Areas** |  |
| 17.  | Remove Trash and Debris  | Daily/As Needed  |
| 18.  | Spot Cleaning, Graffiti Removal  | As Needed  |
| 19.  | Carpet and Upholstery Maintenance (Spot Removal)  | As Needed  |
| 20.  | Dust Furniture  | As Needed  |
| 21.  | Dust Building Surfaces  | Daily/ As Needed  |
| 22.  | Clean Drinking Fountains  | Daily  |
| 23.  | Clean tables, Counter Tops, Chairs, Computers, etc.  | Daily  |
| 24.  | Arrange Furniture  | Daily  |
| 25.  | Clean Marker Boards in Meeting/Conference Rooms  | Daily  |
| 26.  | Wash Light Fixtures  | As Needed  |
| 27.  | Vacuum and Wash Air Grills | As Needed  |
| 28.  | Wash or Vacuum Venetian Blinds  | As Needed  |
| 29.  | Clean Entrance Glass (Doors and Windows)  | Daily/As Needed  |
| 30.  | Clean All Interior Glass (Doors, Windows, Elevator)  | Once a Month  |
|  | **Exterior Building Areas** |  |
| 31.  | Empty Ash Receptacles/Sand Urns/Trash Containers  | Daily/As Needed  |
| 32.  | Sweep Exterior Entrances  | Daily/As Needed  |
| 33.  | Clean Exterior Entrance Mats  | Daily  |