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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 |