

CLEANING SPECIFICATIONS

TENANT SUITES AND COMMON AREAS

A. Nightly Services:

1. Secure all doors and lights as soon as possible each night. Doors found locked are to be opened only during actual cleaning and then resecured.
2. Detail vacuum all carpet in offices and public areas. Vacuum around door frames and behind doors.
3. Sweep or dust mop all resilient and composition floors with treated mops. Damp mop with germicidal cleaner removing all spills and water stains.
4. Dust all desks and office furniture with treated dust cloths.
5. Papers and folders on desks are not to be disturbed, printers and related peripheral equipment should not be cleaned.
6. Empty all recyclable wastepaper baskets.
7. Empty all waste paper baskets and other trash containers and replace plastic trash liners as needed and clean and sanitize as required. Waste not in cans will not be removed unless marked "trash".
8. Remove all trash to trash compactors designated by Owner or Manager at loading dock.
9. Remove finger prints, dirt smudges, graffiti, etc., from all doors, frames, glass partitions, windows, light switches, walls, elevator door jambs, call buttons and elevators.
10. Return chairs and waste baskets to proper positions.
11. Clean, sanitize and polish drinking fountains.
12. Monitor all stairwells and dust and/or damp wipe railings. Sweep landings and treads as needed.
13. Dust and remove debris from all metal door and elevator door thresholds.
14. Wipe clean smudged bright work (brass, stainless).

15. Spot clean all carpets, resilient and composition floors as required. Where difficult spots are encountered, notify supervisor and Property Management personnel.
16. Service all walk-off mats as required.
17. Dust all low reach areas including, but not limited to, standard and built-in furniture ledges, baseboards, window sills, door louvers, work station partitions and chairs.
18. Wipe all kitchen counters and remove dirt and fingerprints from vertical cabinets.

B. Weekly Services:

1. Dust all high reach areas including, but not limited to, picture frames, charts, graphs, wood paneling, tops of file cabinets, shelving, molding and similar wall hangings not cleaned nightly.
2. Dust inside of all door jams.
3. Clean and polish all metal door and elevator door thresholds.
4. Wipe clean and polish all bright work.
5. Sweep all service stairwells
6. Dust all wood and vinyl base.
7. Edge all carpeted areas.
8. Thoroughly vacuum under and around all desks and office furniture.
9. Clean and spray buff all resilient and composition flooring.
10. Dust and spot clean all fire extinguishers and fire extinguisher cabinets.
11. Clean and sanitize all telephone receives.
12. Clean and leave streak-free all window wall glass, glass partitions or detail.

C. Monthly Services:

1. Dust all high reach areas, including but not limited to, tops of door frames, structural and furniture ledges, air conditioning diffusers and return grilles and light fixtures.
2. Vacuum all upholstered furniture and fabric wall covering as needed.
3. Dust window blinds.

D. Quarterly Service:

1. Wash all chair mats using approved cleaning material.
2. Strip and wax all kitchen, supply room and file room resilient and composition flooring.

E. Annual Service:

1. Damp wipe blinds.
2. Hepa-vac all upholstery and tenant carpet.

REST ROOMS

A. Nightly Services:

1. Restock all rest rooms including paper towels, toilet tissue, toilet seat covers, hand soap, sanitary napkins and tampons as required.
2. Wash, polish and sanitize all mirrors, dispensers, faucets, flush valves and bright work with non-scratch disinfectant cleaners as approved by Owner.
3. Wash and sanitize all toilets, toilet seats, urinals and sinks with non-scratch disinfectant cleaner. Wipe dry all sinks.
4. Remove stains; descale toilets, urinals and sinks as required.
5. Mop all rest room floors with disinfectant, germicidal solution.
6. Remove all rest room trash from building to designated area.
7. Wipe down dirt spots and water stains on wallcovering.
8. Clean and sanitize floor beneath urinals to prevent urine stains.
9. Vacuum A/C diffusers.

B. Monthly Services.

1. Dust all low reach and high reach areas including, but not limited to, structural ledges, mirror tops, partition tops and edges, air conditioning diffusers, return air grills and light fixtures.
2. Wipe down all stone walls, vinyl covered walls and wooden partitions. Partitions and walls shall be left in an unstreaked condition after this work.
3. Dust all doors, jambs and louvers.

MAIN LOBBY, PUBLIC CORRIDORS, AND ELEVATOR LOBBIES

A. Nightly Services:

1. Thoroughly clean all glass entry doors and side lights.
2. Spot clean all metal work including hardware, kick plates, cove base and wood baseboard, drinking fountains, planters, elevator call button plates, bronze and any visible hardware.
3. Spot clean all columns and tenant directory board.
4. Thoroughly clean all door thresholds of dirt and debris.
5. Spot clean all stone flooring with a rayon mop. Clean dust and dirt from corners.
6. Vacuum all carpets and spot clean as necessary.
7. Dust teak lobby walls, top to bottom.

B. Weekly Services:

Thoroughly clean all bronze metal work.

C. Monthly Services:

1. Shampoo and extract carpeting.
2. Oil all teak walls in elevator lobbies.
3. Clean and sut teak arches in the first floor lobby.

SERVICE AREAS

A. Nightly Services:

1. Remove trash from all areas, including freight vestibules.
2. Maintain an orderly arrangement of janitorial supplies and paper products in janitorial closets and service sink areas.
3. Maintain an orderly arrangement of all equipment stored in service areas such as mops, buckets, brooms, vacuum cleaners, scrubbers and like materials.
4. Clean and disinfect service sinks and floors in service areas and janitorial closets.

PASSENGER ELEVATORS

A. Nightly Services:

1. Spot clean interior surfaces of cab walls and doors.
2. Thoroughly clean all metal surfaces with approved products.
3. Spot clean, vacuum and edge all elevator carpeting.
4. Report all burned out lights or damage to cleaning supervisor who will report to Owner.
5. Thoroughly vacuum, clean and polish all elevator thresholds.

B. Weekly Services:

1. Dust ceilings including incandescent cab lamps; wipe with a lint-free cloth to remove smudges.

EXTERIOR SERVICE

A. Nightly Services:

1. Monitor perimeter of building and garage including smoking areas.
2. Sweep and remove accumulated soft dirt, papers and leaves in all areas where wind tends to cause a collection of debris.
3. Empty all trash receptacles and ash trays.

4. Spot clean all exterior glass and front doors at building entrance.
5. Clean parking deck lobbies, stairs and elevator (tracks, carpet, cabs)
6. Sweep all pedimats.

B. Weekly Services:

1. Hose down or pressure wash reserved level parking area concrete outside freight elevator.
2. Remove spider webs from exterior perimeter lights and west side of building.
3. Replace sand in cigarette urns.

C. Day Staff Daily Services:

1. Deliver tenant newspapers.
2. Stock paper products in restrooms.
3. Sweep, wet mop, dust mop, vacuum, dust, clean glass windows, shine brass fixtures, empty trash, clean restrooms, police exterior smoking areas.
4. Perform any other cleaning function deemed necessary or advisable by Owner or Manager.