

ATTACHMENT 5

Janitorial Work Schedule

US Forest Service, International Institute of Tropical Forestry (IITF) Janitorial Services

WORK SCHEDULE (MONDAY - FRIDAY) EXCEPT FEDERAL HOLIDAYS	FREQUENCY	TASKS
AREA		
Main Building First floor and Second Floor		
	Daily	Sweep the entrance
	Daily	Clean the restrooms (floor, toilets, urinals, countertop, and sink)
	Daily	Remove restrooms trash
	Three times a week	Sweep and mop the hallways
	Three times a week	Remove office trash
	Twice a week	Sweep and mop the offices
	Twice a week	Policing grounds (collect all trash from the floor, and clear sidewalk debris with a handheld blower)
	Once a week	Clean the basement emergency stairs leading outside
	Once a week	Sweep and mop the internal basement stairs (that leads to the first level)
	Once a week	Clean the basement emergency door
	Once a week	Clean the basement stairs (handrails, railings, light fixtures)
	Once a week	Clean the wooden furniture in the first floor
	Once a week	Clean the offices- desks, furniture, shelves, etc.
	Once a week	Clean the main hallway carpets, or as needed
	Once a week	Elevator- sweep and mop , or as needed
	Once a week	Clean the elevator doors, or as needed

Main Building First floor and Second Floor	FREQUENCY	TASKS
	Once a week	Remove cobwebs from the main exterior door
	Once a week	Sweep and mop the stairs to the second level (handrails, railings, light fixtures)
	Once a week	Clean the glass office doors, and bathroom mirrors or as needed
	Once a week	Clean the internal window glass and frames
	Once a week	Clean the second floor waiting room including the furniture
	Once a week	Remove cobwebs
	Monthly	Restrooms walls partitions
	Monthly	Dust the basement pipes
	Monthly	Clean the ceiling fans
	Monthly	Clean the entrance windows
	Monthly	Spraying cleaning of the restrooms floors (first floors and second floors restrooms)
	Monthly	Buff the floor first (floor and second floor Hallways)
Lunch room at the first floor main building	FREQUENCY	TASKS
	Daily	Empty trash bin
	Three times a week	Sweep and mop
	Three times a week	Clean tables, counters tops, and microwaves
	Monthly	Clean the internal window glass and frames
	Monthly	Clean the doors
Conference Room Building	FREQUENCY	TASKS
	Daily	Clean the restrooms (floor, toilets, urinals, countertop, sink)
	Daily	Remove restrooms trash

Conference Room Building	FREQUENCY	TASKS
	Twice a week	Sweep and mop
	Twice a week	Empty trash bins
	Three times a week	Empty outdoor trash bins
	Once a week	Clear sidewalk debris with a handheld blower, and collect trash from the floor
	Once a week	General cleaning, or as needed (counters, water fountain, windows, inside side of doors)
	Once a week	Remove cobwebs
	Monthly	Clean outside side of the doors
	Monthly	Restrooms walls partitions
GIS Lab building	FREQUENCY	TASKS
	Daily	Clean the restrooms (floor, toilets, urinals, countertop, sink,)
	Twice a week	Sweep and mop the offices
	Three times a week	Empty trash bin
	Three times a week	Clean the outdoor and indoor carpets
	Once a week	Clean the water fountain
	Once a week	Clean desks and shelves
	Once a week	Clean the internal window glass, frames, and doors
	Once a week	Clear sidewalk debris with a handheld blower, and collect trash from the floor
	Once a week	Remove cobwebs
	Monthly	Clean the outside sides of the doors

Multipurpose building Area	FREQUENCY	TASKS
	FREQUENCY	TASKS
Human Resource office (HR), GYM, and apartment	Daily	Clean the restrooms (HR , GYM , and apartment (floor, toilets, urinals, countertop, sink, and shower)
Human Resource office (HR), GYM, and apartment	FREQUENCY	TASKS
	Twice a week	Sweep and mop the offices and the GYM
	Twice a week	sweep and mop the apartment
	Twice a week	Clean the gym (Exercise machines)
	Twice a week	Empty outdoor trash bins
	Three times a week	Empty offices trash bins
	Once a week	Clean the water fountain
	Once a week	Remove cobwebs
	Once a week	General cleaning (office desks, shelves, furniture etc.) including the apartment.
	Once a week	Clear sidewalk debris with a handheld blower, and collect trash from the floor
	Once a week	Remove cobwebs
	Monthly	Clean the internal window glass and frames
	Monthly	Restrooms walls partitions
	Monthly	Clean the doors (inside and outside)
Library building	FREQUENCY	TASKS
	Daily	Sweep and mop floors of the hallways
	Daily	Remove restroom trash
	Daily	Clean the restrooms (floor, toilets, urinals, countertop, sink,)
	Once a week	Clean the library doors (inside and outside)

	Once a week	Clean the library windows
	Once a week	Clean offices desks
	Once a week	Clean the shelves
	Once a week	Remove cobwebs
	Once a week	Clear sidewalk debris with a handheld blower, and collect trash from the floor
	Twice a week	Sweep and mop the offices
	Once a month	Buff hallways floor