

TASK & FREQUENCY CHART						
Performance of work is to be started between the hours of 06:00am and 08:00am, Monday through Friday. Daily work should be completed no later than 12:00pm. Additionally, the facility will be closed to janitorial services on all Federal Holidays.						
TASKS	AREA	DAILY	WEEKLY	Mon/Wed/Fri	SEMI - ANNUALLY	
TUNNEL, STAIRWAY, FOYER					approx. 800 SqFt	
Vacuum carpet in foyer and remove spots on carpet as required.		X				
Sweep and damp mop stairs and landings, picking up loose debris.		X				
Clean Drinking fountain w/disinfectant solution.		X				
Wash glass in doors and windows.		X				
Clean sink in utility closet & sweep floor.		X				
LOBBY & CORRIDOR, ADMIN AREA					approx. 710 SqFt	
Dust Tables, Copy Machine, Chair		X				
Pick up loose trash & debris		X				
Empty Wastebasket and replace plastic bags		X				
Remove spots on floor area as they appear		X				
Vacuum entire carpeted floor			X			
Clean smudges and fingerprints on walls/doors		X				
GENERAL OFFICE AREA					approx. 3800 SqFt	
Dust/wipe down desk and office furniture		X				
Pick up loose trash and debris		X				
Empty Wastebaskets and replace plastic bags		X				
Remove spots on floor area as they appear		X				
Vacuum entire carpeted floor			X			
Clean smudges and fingerprints on walls/doors		X				
CONFERENCE /TRAINING RM					approx. 1850 SqFt	
Dust/wipe down desk and office furniture and tables		x				
Pick up loose trash and debris		X				
Empty Wastebaskets and replace plastic bags		X				
Remove spots on floor area as they appear		X				
Vacuum entire carpeted floor			X			
Clean smudges and fingerprints on walls/doors		X	X			
Wash/Clean marking board			X			
Arrange/Straighten chair and Table		X				
MODULAR OFFICE (ADP)					approx. 480 SqFt	
Dust Tables, Copy Machine, Chair		X				
Pick up loose trash & debris		X				
Empty wastebasket and replace plastic bags		X				
Remove spots on floor area as they appear		X				
Vacuum entire carpeted floor			X			
Clean smudges and fingerprints on walls/doors		X				
LOGISTICS (MECH) OFFICE AREA					approx. 725 SqFt	
Dust/wipe down desk and office furniture		X				
Pick up loose trash and debris		X				
Empty wastebaskets and replace plastic bags		X				
Remove spots on floor area as they appear		X				
Sweep entire floor (non-carpeted)		X				
Clean smudges and fingerprints on walls/doors		X				
Wet mop and rinse floor w/cleansing solution		X				
Vacuum entire carpeted floor (carpeted office space)			X		Carpeted Office	
Sweep floor entire (area by deep sink)			X		Area by Deep-sink	
Wet mop and rinse floor w/cleansing solution		X			Area by Deep-sink	
COMMUNICATION AREA					approx. 1800 SqFt	
Dust Tables, Copy Machine, Chair		X				
Pick up loose trash & debris		X				
Empty Wastebasket and replace plastic bags		X				
Remove spots on floor area as they appear		X				
Vacuum entire carpeted floor			X			
Clean smudges and fingerprints on walls/doors		X				
KITCHEN					approx. 125 SqFt	
Sweep Floor/Scrub mob floors w/disinfectant DAILY		X				
Empty and damp wipe all trash receptacles and new plastic bags		X				
Clean/wash counter tops, and table w/disinfectant solution		X				
Wash garbage cans with disinfectant solution WEEKLY			X			
Strip and polish floor				X		
REST ROOMS					approx. 465 SqFt	
Sweep floor, pick up loose paper debris		X			approx. 16 fixtures	
Scrub interior and exterior surface, including underside lips of commodes, urinals and washbasins.		X				
Wash mirrors ledges, chrome and receptacles.		X				
Empty Trash receptacles.		X				
Wet mop and rinse floor w/cleansing solution DAILY		X				
Refill toilet tissue, paper towels, Soap dispenser, etc., as needed		X				
Clean and wash shower stalls (including joints)		X				
Disinfect floor and shower drain traps		X				
Clean wall and partitions w/disinfectant detergent solution		X				
MOC AND CONFERENCE RM - 2nd FLOOR					approx. 1300 SqFt	
Vacuum entire carpeted floor						
Remove spots on floor area as required			X			
Empty Wastebasket and replace plastic bags			X			
Dust/wipe down desk and office furniture & equip.			X			
Remove "bagged" trash from MOC's entrance stairwell.			X			
Clean smudges and finger-prints on walls/doors.			X			
Sweep Stairs.			X			
Shampoo all Carpets.				X		