



## DAILY CLEANING TASKS

### **Lobby/Offices/Halls**

- ☐ Dust all furniture including desks, chairs, and tables
- ☐ Spot clean desktops
- ☐ Dust all exposed cabinets, bookcases, and shelves
- ☐ Dust, clean, and sanitize all telephones
- ☐ Clean and sanitize water coolers
- ☐ Low dust all horizontal surfaces up to 70"
- ☐ Dust windowsills, ledges, moldings, shelves, picture frames, ducts, and radiators
- ☐ Spot clean reception lobby glass, including front door and all partition/door glass
- ☐ Dust mop resilient and hard floors, or vacuum carpeted floors in traffic areas
- ☐ Damp mop resilient floors
- ☐ Spot clean spills and stains on carpeted and resilient floors
- ☐ Vacuum furniture
- ☐ Spot clean furniture
- ☐ Vacuum carpet areas

### **Exam Rooms**

- ☐ Dust furniture, desk, chairs, and cabinets.
- ☐ Wipe clean countertops and cabinet faces with approved disinfectants.
- ☐ Empty trash cans.
- ☐ Clean interior glass windows to remove fingerprints and smudges.
- ☐ Dust mop hard floor.
- ☐ Damp mop and disinfect hard floors.

### **Stairs and Landings**

- ☐ Sweep and vacuum stairs.
- ☐ Wipe down all railings.



## DAILY CLEANING TASKS

### **Restrooms**

- ☐ Wash and disinfect all fixtures, sinks, urinals, toilet bowls, and toilet seats (both sides)
- ☐ Wash and polish all mirrors and faucets
- ☐ Clean tiled walls
- ☐ Scrub and disinfect floor, including corners
- ☐ Refill all soap dispensers, paper towels, seat covers, and any other bathroom supplies
- ☐ Empty all containers and disposals, insert liners as required. Spot clean and sanitize container
- ☐ Low dust all horizontal surfaces below 36" including sills, moldings, ledges, frames, ducts, and heating outlets
- ☐ High dust above arms reach all horizontal surfaces including shelves ledges, moldings
- ☐ Sweep, damp mop, and sanitize hard floor

### **Break Room/Kitchen**

- ☐ Damp clean and sanitize tabletops, seats, and back of chairs
- ☐ Damp clean chair pedestals or legs
- ☐ Damp clean and sanitize counter tops, cabinet faces, and tables
- ☐ Clean, polish, and refill paper towels/napkin holders
- ☐ Empty waste basket and recycling
- ☐ Clean and sanitize water cooler
- ☐ Spot clean doors, frames, light switches, kick and push plates, handles, walls, and interior glass
- ☐ Low dust below 36" and high dust above 36" and all horizontal surfaces
- ☐ Dust mop resilient and hard floors
- ☐ Damp mop resilient and hard floors



## PERIODIC CLEANING TASKS

### **Weekly: Lobby/Offices/Halls**

- ☐ High dust above arms reach and all horizontal surfaces including shelves, moldings, and ledges
- ☐ Pull out rolling file cabinets and dust them
- ☐ Vacuum area under rolling cabinets
- ☐ Dust blinds
- ☐ Remove dust and cobwebs from ceilings

### **2x Per Month**

- ☐ Machine buff vinyl flooring

### **Monthly**

- ☐ Dust and/or vacuum all blinds
- ☐ Damp wipe all telephones

### **2x Per Year**

- ☐ Strip, wash, and wax all vinyl flooring
- ☐ High dust partitions, pipes, vents, moldings, and picture frames
- ☐ Vacuum all upholstered furniture
- ☐ Scrub bathroom floors

### **Windows**

- ☐ Wash inside of outside windows every three months
- ☐ Wash outside of outside windows one time per month

