Nightly Cleaning Schedule (Mon, Wed, Friday)

ADMINISTRATION BUILDING

Entrances, Lobbies, Hallways, and Offices

- Surface dust horizontal surfaces of desks, credenzas, tables, filing cabinets, etc.
- Spot clean horizontal surfaces to remove spillage, marks and rings.
- Empty trash receptacles. Clean any debris or residue on receptacle. Replace liners as necessary.
- Clean glass in entry ways and entry doors.
- Sweep and mop all hard surface floors.
- Vacuum carpeted hallways and public lobbies.
- Clean drinking fountains
- Disinfect all telephone receivers and dust phone bases

Restrooms and Showers

- Empty trash receptacles. Replace liners as needed. Clean any debris or residue on receptacle and wash as necessary.
- Empty sanitary napkin receptacle, spray with disinfectant and stock with feminine disposal bags
- Disinfect door handles, partition handles and light switches.
- Clean all dispensers. Mirrors and fixtures.
- Clean and disinfect sinks, toilets, toilet seats and urinals.
- Clean and sanitize showers
- Spot clean walls and partitions to remove smudges and marks.
- Restock all paper products and hand soap (supplied by SVWRF)
- Sweep and mop floor with disinfectant.

Break Room & Kitchen area

- Sweep and mop floor.
- Clean finger prints and smudges from entrance glass and entry doors.
- Empty trash and recycling receptacles and remove to a collection point. Replace liners.
- Clean any debris or residue on receptacle and wash as necessary.
- Clean and disinfect door knobs, tables, countertops and sink.
- Wipe out microwave

Once per Week

- Thoroughly dust all windowsills, and wall hangings.
- Clean and disinfect high contact areas such as door knobs.
- Clean, polish/sanitize drinking fountains.
- Vacuum all carpeted areas wall to wall including offices and board rooms.
- Vacuum both entryway vestibules including under the rugs.
- Clean rubber mats under desks in offices.

<u>Restrooms and Showers</u>

- Clean and sanitize the outside of trash receptacles and dispensers.
- Polish all dispensers, mirrors, stainless steel surfaces and bright work.
- Dust high areas such as tops of doors, partitions, mirrors, and air vents.
- Clean and sanitize restroom partitions and surfaces around toilets, urinals, and showers using no-touch system or similar process.

Once per Month

- Thoroughly dust all vertical surfaces of office furniture, including desks, tables, chairs top to bottom, and file cabinets, etc.
- High dust all air vents tops of doors, door frames, ceiling corners, and edges, etc.
- Dust all baseboards, & window blinds.
- Vacuum all upholstered furniture to remove dust and lint.
- Clean spots and smudges from the walls.

Once per Year

- Clean carpets in offices with steam extraction.

MAINTENANCE BUILDING UPPER & LOWER

- Empty trash receptacles. Replace liners as necessary.
- Clean drinking fountains

Restrooms and Showers

- Empty trash receptacles. Replace liners as needed. Clean any debris or residue on receptacle and wash as necessary.
- Empty sanitary napkin receptacle, spray with disinfectant and stock with feminine disposal bags
- Disinfect door handles, partition handles and light switches.
- Clean all dispensers. Mirrors and fixtures.
- Clean and disinfect sinks, toilets, toilet seats and urinals.
- Clean and sanitize showers
- Spot clean walls and partitions to remove smudges and marks.
- Restock all paper products and hand soap (supplied by SVWRF)
- Sweep and mop floor with disinfectant.

Once per Week

Restrooms and Showers

- Clean and sanitize the outside of trash receptacles and dispensers.
- Polish all dispensers, mirrors, stainless steel surfaces and bright work.
- Dust high areas such as tops of doors, partitions, mirrors, and air vents.
- Clean and sanitize restroom partitions and surfaces around toilets, urinals, and showers using no-touch system or similar process.

RAS 1, RAS 2, GRIT, CHEMICAL, THERMAL DRYING BUILDINGS

- Clean drinking fountains

Restrooms and Showers

- Empty trash receptacles. Replace liners as needed. Clean any debris or residue on receptacle and wash as necessary.
- Disinfect door handles, partition handles and light switches.
- Clean all dispensers. Mirrors and fixtures.
- Clean and disinfect sinks, toilets, toilet seats and urinals.
- Restock all paper products and hand soap (supplied by SVWRF)
- Sweep and mop floor with disinfectant.

Special Instructions

- All janitorial staff are required to submit to background checks.
- All janitorial staff are required to complete a SVWRF Waiver of Liability Form and obtain an ID Badge
- Janitorial staff are prohibited from sharing their SVWRF badge with unauthorized persons
- Janitorial staff must wear the ID badge at all times.
- All locked doors are to remain locked and to be closed upon completion of janitorial tasks.
- Janitorial staff are not allowed to unlock doors for anyone or permit access to locked facilities by unauthorized persons.
- All janitorial staff must be 18 years of age or older.
- Janitorial service provider must provide SVWRF with a proof of coverage certificates for Liability and Workers Compensation Insurance.