

GWCS PROJECTED PLAN OF WORK FOR JANITORAL/CLEANING SERVICES

All areas will be inspected, and if needed, cleaned in accordance with this schedule.

AREA	SERVICE	Daily	Weekly	Bi-Weekly	Mthly	Qtrly	Semi-Annual	Annual	As Needed
Toilet Rooms	1. Sweep and wet mop floor.	x							
	2. Clean all surfaces and fixtures to include water closets, urinals shelving, wash basins, shower stalls, partitions, mirrors, dispensers, and wall surfaces. Rinse water closet seats.	x							
	3. Empty waste receptacles, replenish room supplies. Empty, clean, and disinfect sanitary napkin receptacles, and replace bags. Report items in need of repair in writing building manager.	x							
	4. Empty receptacles and service dispensers. Clean wash basins. Report broken items.	x							
	5. Damp wipe surface areas, doors, walls, windows and frames vents, sills and receptacles.				x				
Room Cleaning	1. Empty wastebaskets and remove trash to designed disposal area. Empty ashtrays into separate metal container and damp wipe. Clean mirrors and restock dispensers. Search wastepaper to recover lost valuable or sensitive documents as needed. Wash or steam clean all cans used for collection of food remnants.	x							
	2. Clean room fixtures.	x							
	3. Collect recyclable materials.	x							
	4. Clean both sides of plate glass entrance doors and adjacent surfaces to offices within the building.	x							
	5. Sweep bare floor and/or spot vacuum carpet in traffic patterned areas and extend process to remove obvious dirt around and under furniture. Spot clean carpet to remove spots.	x							
	6. Spot clean walls (within 70 inches of the floor) and floors to remove all stains.				x				
	7. Dust horizontal surfaces of furniture and clean glass desk tops.				x				
	8. Damp mop and spray buff all hard and resilient flooring.								x
	9. Thoroughly dust vertical surfaces of furniture and walls within 70 inches of the floor. Clean glass desk tops.				x				
	10. Thoroughly vacuum carpets.								
Room Cleaning Cont.	11. Sweep full floor areas.				x				
	12. Damp wipe both sides of glass in doors, partitions, and bookcases, and any other glass within 70 inches of the floor.				x				
	13. Strip and apply four coats of floor finish to resilient floors. Strip and seal all hard floors.								x
	14. Wash, damp wipe and/or provide plastic liners for wastebaskets.								x
	15. Wipe down and treat surfaces of wood paneling.								x
Main Entrances	1. Sweep and/or vacuum floor areas. Clean and polish doorknobs, push bars, kick plates, railings, and metal surfaces. Clean and polish handrails, doors and wood surfaces, clean spots and marks off walls, dust all surfaces within 70 inches from the floor. Spot clean carpets. Walk-off mats will be cleaned of dirt, gum, debris, etc. Report any items needing repair on to building manager.	x							

AREA	SERVICE	Daily	Weekly	Bi-Weekly	Mthly	Qtrly	Semi-Annual	Annual	As Needed
	2. Damp mop and spray buff all hard and resilient floors.								x
	3. Clean both sides of entrance door glass and glass surrounding entrance doors.	x							
	4. Clean and polish door thresholds.								x
	5. Strip and apply four coats of floor finish to resilient floors. Strip and seal all hard floors.								x
Secondary Entrances, Lobbies, & Corridors	1. Sweep bare floors and vacuum carpeted floor area. Spot clean floors, carpets and wall surfaces. Report any items needing repair to building manager.	x							
	2. Damp mop and spray buff all hard and resilient floors.								x
	3. Polish kick plates, push plates, push bars on doors, handrails, door knobs and other surfaces.				x				
	4. Clean both sides of entrance door glass.	x							
	5. Clean and polish door thresholds.								x
Stairways	1. Sweep, or vacuum stair landings and steps. Dust railings, ledges, grilles, stand-pipes. Spot clean walls, doors, radiator, and stairs/landings to remove any spillage's.				x				
	2. Wet mop or scrub steps, risers and landings, clean glass surfaces and polish bright metal and woodwork. Spot clean walls to a height of approximately 70 inches.				x				
Drinking Fountains	1. Clean drinking fountains.	x							
Guard Booths, Desks or Counters Telephone Areas	1. Empty and damp wipe ashtrays, empty wastebaskets, dust horizontal surfaces of furniture, vacuum carpet and sweep floors.	x							
	1. Clean all vertical and horizontal surfaces.	x							
Entrance & Elevator Rugs Hard Floor Maint.	1. Vacuum entrance and elevator rugs as required .	x							
	1. All hard surface floors made out of materials such as brick, terrazzo, concrete, stone, marble, ceramic tile, etc., which were previously finished, shall be stripped, sealed, and waxed.								
Floor Mats	1. Walk-off mats will be vacuumed and policed.	x							
Janitor Closets	1. Sweep and wet mop or scrub floors. Clean all fixtures, mirrors and shelving.	x							
Windows & Glass	1. Wash both sides of all exterior building windows, including spandrel glass, glass over and in exterior and vestibule doors, and all plate glass around entrance, lobbies, and vestibules.						x		

SECTION TWO

QUALITY ASSURANCE PLAN