

**ATTACHMENT D
JANITORIAL TASKS AND FREQUENCIES CHECKLIST**

DAILY

RESTROOMS								
				MON.	TUES.	WED.	THURS.	FRI.
FLOORS:								
VACUUMED OR SWEEP/MOPPED/SCRUBBED								
CLEAN:								
MIRRORS								
SINKS								
COUNTERTOPS								
TRASH/SANITARY RECEPTABLES								
TOILETS								
WALLS								
REPLENISH STOCK:								
HAND SOAP								
PAPER TOWELS								
TOILET SEAT COVERS								
TOILET PAPER								
SPRAY DISINFECTANT								
TWO (2) EXTRA ROLLS/TOILET PAPER								
DUST:								
HANDICAP EQUIPMENT								
ANY AREA IN RESTROOM								
REMOVAL OF ITEMS FROM RESTROOMS AND BUILDING:								
SANITARY ITEMS								
REPLACEMENT OF ITEMS:								
TRASH CAN LINERS								
SANI SACS								

VACUUM AND REMOVE ALL DUST FROM:									
EXHAUST FANS									
VENTS									
WALLS									
CEILINGS									
VESTIBULES, HALLWAYS, ROOMS(CONFERENCE, GROUP, TREATMENT), LOBBY AND COPIER AREA									
					MON.	TUES.	WED.	THURS.	FRI.
VACUUM FLOORS									
EMPTY TRASH CANS									
REPLACE CAN LINERS/CANS OR RECEPTACLES									
REPLACE CANS OR RECEPTACLES WHERE FOUND									
CLEAN SPOTS ON WALLS									
CARPET MATS VACUUMED									
VACUUM AND REMOVE ALL DUST FROM:									
EXHAUST FANS									
VENTS									
WALLS									
CEILINGS									
MISCELLANEOUS:									
					MON.	TUES.	WED.	THURS.	FRI.
JANITOR'S EQUIPMENT/SUPPLY CLOSET/STORAGE NEAT AND CLEAN									
WEEK OF:					COMPLETED BY:				
REVIEWED BY:					DATE:				
**To be sent to Facilities Manager each Monday of the following week of completion									