

Administration Cleaning

Task to be done Weekly:

- Clean bathroom: sink, toilet, floor, mirror, walls
- Empty and dispose of all trash
- Sweep/vacuum and mop all floors
- Kitchen: clean microwave, counters, tables, outside of refrigerator and sink
- Work areas: sanitize all desks, clean copiers, counters, windowsills, office tools, swing door, and tables. Sanitize all door handles.
- Dust bookshelves
- Clean entry door and window
- Empty and dispose of document shredder paper
- Mop chair mats

Monthly:

- Clean Inside refrigerator and freezer
- Mop under chair mats
- Dust ceiling fans, vents, and heaters
- Remove cobwebs
- Sweep exterior steps
- Wipe all cabinet doors, kitchen and office
- Clean inside kitchen drawers

Two Village Complex Offices (Every other week)

- Clean Bathroom, sink, toilet, floor, and mirror
- Empty trash cans
- Vacuum, sweep, and mop floors and rug
- Dust all shelves, equipment
- Wipe down desks
- Sanitize surface areas including handles

Additional Tasks as requested:

- Clean windows
- Carpet cleaning