

The Contractor will be required to do the following:

1. Vacuum carpeted areas on a daily basis.
2. Empty garbage and replace liners in all offices and common areas on a daily basis.
3. Pick up all mats, then sweep and dust hallways, mop all entry and all tiled floors on a daily basis.
4. Wax floors to shine every 6 months.
5. Clean kitchen areas, scrub sinks and counter tops on a daily basis.
6. Clean six (6) bathrooms-daily
  - a. Mop floors
  - b. Scrub and disinfect toilets
  - c. Scour sinks
  - d. Make sure air fresheners are available in all bathrooms
  - e. Make sure there is enough toilet paper, paper towels and soap
7. Wipe down and disinfect all counters (Clerks, Treasurer, Commissioners and Assessors) on a daily basis. (Do Not Use Pledge)
8. Clean entry door glass (inside and outside) daily.
9. Clean drinking fountains – daily.
10. Clean elevator 3 days a week.
11. Keep janitorial supply room clean, sink/walls/floor – daily.
12. Dust 3 times a week
  - a. All window ledges and shelves
  - b. All desks (where possible), counters, cabinets (wooden desks you may use pledge)
  - c. All wooden chairs (where possible)
13. Clean inside windows – semi-annually
  - a. All interior glass on a rotating basis.
14. General housekeeping duties as needed:
  - a. Dust overhead lights, vacuum window screens, ceiling fans and door frames, etc.