

Municipal Facilities Cleaning Schedule

File No: 2010-01

Buildings: option #1

Building	Times per week/ month
Municipal building/ Police department	3 times per week
Hose Co# 1	1 time per month
Hose Co# 2	1 time per month
EMS/ First Aid building	1 time per month
PAL/ Community Center	3 times per week

Buildings: option #2

Building	Times per week/ month
Municipal building/ Police department	2 times per week/ 3 times per week police 1st floor
Hose Co# 1	1 time per month
Hose Co# 2	1 time per month
EMS/ First Aid building	1 time per month
PAL/ Community Center	2 times per week

Typical/ mandatory cleaning all buildings and time frames ALL OPTIONS

<u>Cleaning task</u>	<u>EVERY CLEANING</u>	<u>1/ WEEK</u>	<u>MONTHLY</u>	<u>QUARTERLY</u>	<u>SEMI- ANNUALLY</u>	<u>ANNUALLY</u>
Vacuum& wash hard surface floors	X					
Vacuum carpeted areas	X					
Shampoo carpeted floors					X	
Dust all surfaces and office equipment		X				
Empty trash/ replace liners	X					
Discard recyclables	X					

Auto scrub VCT tiles and terrazzo		X				
Spray buff VCT tile floors			X			
Clean interior glass and service windows			X			
Clean all mirrors and frames		X				
Wet clean counters		X				
Exterior window cleaning						X
Dust light fixtures			X			
Clean stair case riser scuff marks			X			
Dust chair rail horizontal wood trim and baseboard			X			
Vacuum foyer door mats		X				
Wash and disinfect all bathroom counters	X					
Wash and disinfect all bathroom porcelain	X					
Clean all bright surfaces	X					
Replace/ replenish all consumable products: Toilet paper Paper towel rolls Liquid soap dispensers	X					
Dust blinds			X			
Dust ceiling air vents			X			
Dust and polish telephones/desks		X				
Wash and clean all kitchenettes		X				
Dust council chamber dais		X				
Wipe all leather chairs council chambers		X				
Vacuum pew seats		X				
Clean and disinfect all water fountains		X				
Vacuum and clean walls elevator		X				
Clean and disinfect police booking room/ cells		X				
Sweep police sallie port			X			
Auto scrub PAL gym floor November 1 – March 15		X				
March 16 – October 31			X			