

# Sample

## Ticket

### Entrances

Monthly	Detail Dust - High And Low Areas
2 days/wk.	Spot Clean All Walls, Light Switches And Doors
<b>M</b> <b>T</b> <b>W</b> <b>R</b> <b>F</b>	Dust Mop Hard Surface Floors
<b>M</b> <b>T</b> <b>W</b> <b>R</b> <b>F</b>	Damp Mop Hard Surface Floors- Use Appropriate Cleaner
4 days/wk.	Spot Clean Entrance Glass
1 day/wk.	Clean Both Sides Of Door Glass And Wipe Frames
<b>M</b> <b>T</b> <b>W</b> <b>R</b> <b>F</b>	Vacuum Walk-Off Mats

### Lobbies

4 days/wk.	Dust All Horizontal Surfaces Within Normal Reach
Monthly	Detail Dust - High And Low Areas
2 days/wk.	Spot Clean All Walls, Light Switches And Doors
1 day/wk.	Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner
Monthly	Vacuum Or Brush Upholstered Furniture
1 day/wk.	Clean And Sanitize Telephones
<b>M</b> <b>T</b> <b>W</b> <b>R</b> <b>F</b>	Arrange Furniture
<b>M</b> <b>T</b> <b>W</b> <b>R</b> <b>F</b>	Empty And Remove Trash, Replace Liner If Needed
4 days/wk.	Spot Vacuum All Carpet
1 day/wk.	Spot Clean Carpet, i.e. Spills
1 day/wk.	Detail Vacuum All Carpet
Monthly	Detail Vacuum - Corners And Edges
<b>M</b> <b>T</b> <b>W</b> <b>R</b> <b>F</b>	Dust Mop Hard Surface Floors
4 days/wk.	Spot Mop Stains And Spills Using Appropriate Cleaner
1 day/wk.	Damp Mop Hard Surface Floors- Use Appropriate Cleaner
<b>M</b> <b>T</b> <b>W</b> <b>R</b> <b>F</b>	Vacuum Walk-Off Mats

## Conference Rooms

4 days/wk.	Dust All Horizontal Surfaces Within Normal Reach
Monthly	Detail Dust - High And Low Areas
2 days/wk.	Spot Clean All Walls, Light Switches And Doors
1 day/wk.	Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner
Monthly	Vacuum Or Brush Upholstered Furniture
1 day/wk.	Clean And Sanitize Telephones
<b>M</b> <b>T</b> <b>W</b> <b>R</b> <b>F</b>	Arrange Furniture
<b>M</b> <b>T</b> <b>W</b> <b>R</b> <b>F</b>	Empty And Remove Trash, Replace Liner If Needed
4 days/wk.	Spot Vacuum All Carpet
1 day/wk.	Spot Clean Carpet, i.e. Spills
1 day/wk.	Detail Vacuum All Carpet
Monthly	Detail Vacuum - Corners And Edges
<b>M</b> <b>T</b> <b>W</b> <b>R</b> <b>F</b>	Dust Mop Hard Surface Floors
4 days/wk.	Spot Mop Stains And Spills Using Appropriate Cleaner
1 day/wk.	Damp Mop Hard Surface Floors- Use Appropriate Cleaner

## Offices

4 days/wk.	Dust All Horizontal Surfaces Within Normal Reach
Monthly	Detail Dust - High And Low Areas
2 days/wk.	Spot Clean All Walls, Light Switches And Doors
1 day/wk.	Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner
Monthly	Vacuum Or Brush Upholstered Furniture
1 day/wk.	Clean And Sanitize Telephones
<b>M</b> <b>T</b> <b>W</b> <b>R</b> <b>F</b>	Empty And Remove Trash, Replace Liner If Needed
4 days/wk.	Spot Vacuum All Carpet
1 day/wk.	Spot Clean Carpet, i.e. Spills
1 day/wk.	Detail Vacuum All Carpet
Monthly	Detail Vacuum - Corners And Edges
<b>M</b> <b>T</b> <b>W</b> <b>R</b> <b>F</b>	Dust Mop Hard Surface Floors
4 days/wk.	Spot Mop Stains And Spills Using Appropriate Cleaner
1 day/wk.	Damp Mop Hard Surface Floors- Use Appropriate Cleaner

## Hallways

Monthly	Detail Dust - High And Low Areas
2 days/wk.	Spot Clean All Walls, Light Switches And Doors
4 days/wk.	Spot Vacuum All Carpet
1 day/wk.	Spot Clean Carpet, i.e. Spills
1 day/wk.	Detail Vacuum All Carpet
Monthly	Detail Vacuum - Corners And Edges
<b>M T W R F</b>	Dust Mop Hard Surface Floors
4 days/wk.	Spot Mop Stains And Spills Using Appropriate Cleaner
1 day/wk.	Damp Mop Hard Surface Floors- Use Appropriate Cleaner
<b>M T W R F</b>	Clean And Polish Drinking Fountains

## Restrooms

<b>M T W R F</b>	Empty Trash, Refill Supply Dispensers, Clean And Disinfect Restroom Fixtures, Clean Mirrors, Counters, Partitions And Chrome, Sweep And Mop Floor Using Appropriate Cleaner
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## Lunchrooms

Monthly	Detail Dust - High And Low Areas
<b>M T W R F</b>	Spot Clean Vending Machines, Walls And Light Switches
<b>M T W R F</b>	Arrange Furniture
4 days/wk.	Spot Vacuum All Carpet
1 day/wk.	Spot Clean Carpet, i.e. Spills
1 day/wk.	Detail Vacuum All Carpet
Monthly	Detail Vacuum - Corners And Edges
<b>M T W R F</b>	Dust Mop Hard Surface Floors
<b>M T W R F</b>	Damp Mop Hard Surface Floors- Use Appropriate Cleaner
<b>M T W R F</b>	Damp Wipe All Lunchroom Tables
<b>M T W R F</b>	Damp Wipe Eating Area Chairs
<b>M T W R F</b>	Damp Wipe Countertops Using Appropriate Cleaner
<b>M T W R F</b>	Clean Sinks Using Appropriate Cleaner
<b>M T W R F</b>	Clean Coffee Machine/Station
<b>M T W R F</b>	Vacuum Walk-Off Mats
<b>M T W R F</b>	Damp Clean Interior And Exterior Of Microwave
<b>M T W R F</b>	Empty And Remove Trash
Monthly	Clean Refrigerator, Empty Contents If Requested

## Utility Rooms

Monthly	Detail Dust - High And Low Areas
1 day/wk.	Spot Clean All Walls, Light Switches And Doors
1 day/wk.	Spot Vacuum All Carpet
1 day/wk.	Sweep Hard Surface Floors
1 day/wk.	Spot Mop Stains And Spills Using Appropriate Cleaner

## Other Requirements

<b>M</b>	<b>T</b>	<b>W</b>	<b>R</b>	<b>F</b>		Site Supervision
<b>M</b>	<b>T</b>	<b>W</b>	<b>R</b>	<b>F</b>		Gather Supplies And Equipment For Shift
<b>M</b>	<b>T</b>	<b>W</b>	<b>R</b>	<b>F</b>		Clean And Arrange Janitor Closet
<b>M</b>	<b>T</b>	<b>W</b>	<b>R</b>	<b>F</b>		Prepare For The Next Day
<b>M</b>	<b>T</b>	<b>W</b>	<b>R</b>	<b>F</b>		Turn Off Lights - Per Instructions
<b>M</b>	<b>T</b>	<b>W</b>	<b>R</b>	<b>F</b>		Shut And Lock Doors, Set Alarm - Per Instructions