

## ENRTE SPACE/OFFICE AREA

- **window and glass cleaning** - remove fingerprints and smudges
- **air vents** – remove the dust that impact air quality
- **trash and recycling** – separate and sanitize bins, replace bags
- **floor care** – customized to the type of floor ( vacuum – HEPA , wipe, polish )
- **high and low dusting and polishing** – dust and polish desks and furniture including phones and computers with microfiber clothes ( pick, move , wipe) use cleaning agents where necessary

## COMMON AREAS.WAITING ROOMS.MEETING ROOMS.

- Cleaning all glass doors, windows and furniture
- Wiping down woodwork, remove cobwebs
- Vacuuming chairs
- Dusting and polishing furniture and accents

## BREAK ROOK

- Cleaning the inside of the refrigerator, coffeemaker and microwave
- Sanitizing the outside handles of these appliances and cabinet handles
- Wiping down cabinets, counter tops, tables and chairs
- Washing and sanitizing the sink, the faucet and its handles
- Checking and replacing the roll of paper towels
- Vacuum, wash and sanitize floor

## RESTROOMS

- Remove cobwebs
- Wipe down stalls
- Scrub and sanitize the urinals all around, dry clean
- Scrub and sanitize sinks and counter tops , dry clean
- Wipe down walls
- Sanitize door handles and paper holders
- Polish mirrors and other glass parts
- Scrub grout and floor, dry clean
- Check soap dispensers and paper supplies, refill if necessary

### STANDARD FOR ECO-WAY:

- empty and wipe trash bins and replace bags
- cleaning inside of the refrigerator and other appliances
  - vacuum chairs and other upholstery
  - sanitizing door handles and phones
    - dusting room fixtures
  - clean moldings and remove cobwebs
  - lights turned off and doors locked