

Area - Tasks	How Often work must be completed		
	DAILY	WEEKLY	NOTES
Office Suites			
General Office Suites			
Pull Trashes, Replace Bags	X		
Pick up Debris and Vacuum	X		
Wipe Down High Touch Surfaces* with Disinfectant	X		
Wash and Clean glass removing smudges and streaks from interior windows and glass.	X		
Dust Sills, Door frames and high Dusting As Needed		X	
ALL Restrooms			
Pull Trashes, Replace Bags	X		
Check and Refill dispensers	X		
Wipe down dispensers, faucets, and soap dispensers for staining	X		
Disinfect Surfaces - Toilet, Counters, Sink, Handles, walls, dispensers, any other high touch or contaminated surface	X		
High Dusting As Needed			
Wash and Clean glass removing smudges and streaks.	X		
Scrub toilets, faucets, sinks and urinals. Disinfect and remove staining.	X		
Vacuum/Sweep/Pick Up Debris From Floor	X		
Mop floor - remove stains	X		
Lobby/Waiting Areas			
General Space			
Pull Trashes, Replace Bags	X		
Remove Debris from Floor and Dust Mop	X		
Wipe Down High Touch Surfaces* with Disinfectant	X		
Wash and Clean glass removing smudges and streaks from interior windows and glass.	X		
High Dusting As Needed		X	
Mop floor -remove any stains	X		
PUBLIC RESTROOMS			
Pull Trashes, Replace Bags	X		
Check and Refill dispensers	X		
Wipe down dispensers, faucets, and soap dispensers for staining	X		
Disinfect Surfaces - Toilet, Counters, Sink, Handles, walls, dispensers, any other high touch or contaminated surface	X		
High Dusting As Needed		X	
Wash and Clean glass removing smudges and streaks.	X		
Scrub toilets, faucets, sinks and urinals. Disinfect and remove staining.	X		
Vacuum/Sweep/Pick Up Debris From Floor	X		

Mop floor - remove stains	X		
Primary Care Clinic/Dental Operatories/Imaging & Lab Suite			MUST BE
DONE AFTER 5 PM			
General Space			
Pull Trashes, Replace Bags	X		
High Dusting As Needed		X	
Wipe Down All High Touch Surfaces* - coutners, dispensers, sinks, handles, door knobs, light switches, seating, and any other surface that is touched daily with approved disinfectant	X		
Vacuum/Sweep - remove all debris before mopping	X		
Mop Floor - remove any stains	X		
Clinic Restrooms			
Pull Trashes, Replace Bags	X		
Check and Refill dispensers	X		
Wipe down dispensers, faucets, and soap dispensers for staining	X		
Disinfect Surfaces - Toilet, Counters, Sink, Handles, walls, dispensers, any other high touch or contaminated surface	X		
Wash and Clean glass removing smudges and streaks.	X		
Scrub toilets, faucets, sinks and urinals. Disinfect and remove staining.	X		
Vacuum/Sweep - remove all debris before mopping	X		
Mop floor - remove stains	X		
Pharmacy* MUST BE DONE BEFORE 5 PM			
General Space			
Pull Trashes, Replace Bags	X		
Dust Shelves and High As Needed		X	
Wipe Down High Touch Surfaces* with Disinfectant	X		
Remove Debris from Floor and Dust Mop	X		
Check and Refill dispensers	X		
Vacuum/Sweep - remove all debris before mopping	X		
Wash and Clean glass removing smudges and streaks.	X		
Mop Floors -remove stains	X		
Physical Therapy/Gym			
General Space			
Wipe Down High Touch Surfaces* with Disinfectant	X		
Vacuum/Sweep - remove all debris before mopping	X		
Pull Trashes, Replace Bags	X		
Mop/Floor - remove stains	X		
Total Building Sq FT			
First Floor	45,240		
Second Floor	30,900		

Total	76,140		* Access only during scheduled times
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