

Area - Tasks	How Often Tasks Will be Completed			
	DAILY	WEEKLY	MONTHLY	NOTES
Office Suites				
General Space				
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		
High Dusting As Needed		X		
Restrooms				
Pull Trashes, Replace Bags	X			
Check and Refill dispensers	X			
Sweep/Pick Up Debris From Floor	X			
Disinfect Surfaces - Counters, Sink, Toilet, Handles, and Dispensers	X			
Wash and Clean glass removing smudges and streaks.	X			
Disinfect and remove stains from sinks, toilets and walls.	X			
Mop -remove stains	X			
Lobby Waiting Area				
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	X			
RESTROOMS				
Pull Trashes, Replace Bags	X			
Check and Refill dispensers	X			
Sweep/Pick Up Debris From Floor	X			
Wash and Clean glass removing smudges and streaks.	X			
Disinfect and remove stains from sinks, toilets and walls.	X			
Mop - remove stains	X			
Primary Care Clinic/dental Clinic/Imaging & Lab Suite				
General Space				
Pull Trashes, Replace Bags	X			

High Dusting As Needed	X			
Wipe Down High Touch Surfaces* with Disinfectant	X			
Remove Debris from Floor and Dust Mop	X			
Restrooms				
Pull Trashes, Replace Bags	X			
Check and Refill dispensers	X			
Sweep/Pick Up Debris From Floor	X			
Wash and Clean glass removing smudges and streaks.	X			
Disinfect and remove stains from sinks, toilets and walls.	X			
Mop	X			
Pharmacy*				
General Space				
Pull Trashes, Replace Bags	X			
High Dusting As Needed	X			
Wipe Down High Touch Surfaces* with Disinfectant	X			
Remove Debris from Floor and Dust Mop	X			
Check and Refill dispensers	X			
Sweep/Pick Up Debris From Floor	X			
Wash and Clean glass removing smudges and streaks.	X			
Mop	X			
Physical Therapy/Gym				
General Space				
Wipe Down High Touch Surfaces* with Disinfectant		X		
Remove Debris from Floor and Dust Mop/Vacuum		X		
Pull Trashes, Replace Bags		X		
Mop/Floor Scrubber - remove stains		X		
Total Building Sq FT				
First Floor	45,240			
Second Floor	30,900			
Total	76,140			* Access only while Staff is present

