**Janitorial Checklist**

**3 x weekly Audubon Project Office**

* **Restroom cleaning**
* **Clean all mirrors and fixtures**
* **Sweep and mop all hard floor surface**
* **Vacuum**
* **Restock all dispensers as needed**
* **Empty trash and replace soiled liners**
* **Clean water fountains (use stainless steel wipes)**
* **Clean Breakroom lunch table and countertops and sink (No dishes)**
* **Use stainless steel wipes on all items Stainless steel appliances (Not inside) clean exterior only of appliances**
* **Clean all glass doors**
* **Stairways and handrails and landing cleaned (Lysol wipes)**
* **All hallways and entry ways doors and door jams, entry mats, remove all fingerprints and smudges from doors. Please always keep Lysol wipes on cleaning cart.**
* **Dust and clean all accessible desks, cabinets, computers, blinds, ventilation ports on ceiling, vents, ledges, ceilings, doorways, outlet covers, windows, coat racks, display surfaces and glass. Clean the exterior of all microwaves, refrigerators and stoves. Please refer to PWS when necessary. All items a MINIMUM OF 2 X WEEKLY**

**Checklist**

**Monthly**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Clean restrooms floors/ wall tiles remove any discoloration and Hard water deposits | No | Yes |
|  | Clean Ventilations and grills |  |  |
|  | Clean exterior building front and rear entry ways remove cobwebs, animal droppings, bugs, dirt and mud dauber |  |  |
| Date | Clean lights and fixtures (Team) |  |  |
|  | Clean Black security fence (Team) |  |  |
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**Maintenance Request**

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| --- | --- | --- | --- |
| **Date** |  |  |  |
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