## Start date thru end date

| 3 x Weekly | Mon | Tue | Wed | Thur. | Fri | Monthly Services | Date Performed |  | Friday |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Restroom clean and sanitize,  clean all mirrors and fixtures |  |  |  |  |  | Clean restrooms floors/wall tiles and remove any discoloration |  |  |  |
| Sweep and mop all hard floor surfaces |  |  |  |  |  | Clean ventilations and grills |  |  |  |
| Vacuum all carpets and mats |  |  |  |  |  | Clean exterior building front and rear entry ways, remove cobwebs, animal droppings, bugs, dirt and mud dauber |  |  |  |
| Empty all trash cans and replace soiled liners |  |  |  |  |  | Clean lights and fixtures |  |  |  |
| Clean all water fountains using stainless steel cleaner only |  |  |  |  |  | Clean black security fence |  |  |  |
| Clean all breakrooms, tables, countertops, sinks (no dishes) |  |  |  |  |  |  |  |  |  |
| Clean all exterior stainless-steel appliances using stainless steel cleaner. Clean microwave exterior |  |  |  |  |  |  |  |  |  |
| Clean all glass doors, remove smudges, clean frames and hardware. |  |  |  |  |  |  |  |  |  |
| Clean all handrails and stairways using disinfectant cleaner. |  |  |  |  |  |  |  |  |  |
| Dust all accessible desk, cabinets, vents, blinds, ledges and display glass |  |  |  |  |  |  |  |  |  |

Notes: All employees are responsible for completing and submitting janitorial checklist weekly