

SCOPE OF WORK AS OF MARCH 18, 2020

These Items Have Been Added to Scope of Work in ALL TJ Service Buildings

Mandatory Cleaning of Touch-Points:

	<u>Frequency</u>
Door knobs & handles (inside & outside)	per service
Door push plates	per service
Refrigerator handles	per service
Vending machine buttons	per service
Microwave buttons & handles	per service
Television remote controls	per service
Copy machine buttons	per service
Stair railings	per service
Breakroom tables	per service
Light switches & cover plates	per service
Elevator call buttons & cover plates	per service
Time clocks	per service
Common area filing cabinets	per service
Waiting area furniture (non-upholstered)	per service
Paper towel & toilet tissue dispensers	per service

Common Areas, Office Areas, Restrooms, Conference Rooms

	<u>Frequency</u>
Dust office furniture, door frames, and window sills	per service
Properly position furniture	per service
Spot clean doors, doorframes, light switches, and walls	per service
Empty wastepaper receptacles, taking trash to designated area in the building for storage or removal and taken to dumpster	per service
Clean and sanitize sinks and countertops	per service
Sanitize all drinking fountains	per service
Sanitize all eating table tops	per service
Dust wall fixtures, tops of door frames, corners & baseboards	per service
Clean and polish office furniture	1 x month
Clean and sanitize telephones	per service
Vacuum fabric furniture	1 x month
Damp wipe plastic and leather furniture	1 x month
Dust blinds	1 x month
Dust light fixtures	1 x month
Vacuum ceiling vents or dust	1 x month

Carpeted Floor Surfaces

Vacuum traffic lanes	per service
Vacuum walk off mats	per service
Vacuum edges of corners	per service
Steam clean carpets	add'l charge

Hard Floor Surfaces

Dust mop floor areas per service
Damp mop floor areas per service

Glass Cleaning

Clean entrance glass per service
Spot clean inside partition glass/mirrors per service
Clean inside partition glass per service
Clean outside windows add'l charge
Clean inside windows add'l charge

Restrooms

Clean and disinfect hand basins, toilet bowls,
urinals, dispensers, and fixtures per service
Spot clean tile wall and partitions per service
Clean and disinfect partitions 1x week
Clean and disinfect floors per service
Polish fixtures and mirrors per service
Re-stock paper supplies and toiletry products per service
Showers

Closing Instructions

Clean and organize janitor closet per service
Turn off lights as instructed per service
Lock doors and windows as instructed per service
Set alarm system as instructed per service
