



3.5	Wipe down all file cabinets		x											x
3.6	Ceramic Tile Floors to be machine scrubbed and grout cleaned.		x			x								
3.7	Dust columns, high ledges, ceiling trim, and light fixtures and remove cobwebs and other debris				x									
3.8	Dust any floor lights, HVAC Vents and free standing units	x	x	x		x			x			x		x
<b>SECTION 4 - QUARTERLY</b>														
4.1	All vinyl/composition tile flooring (excluding restrooms) to be stripped and refinished					*								
<b>SECTION 5 - SEMI-ANNUALLY (SEPTEMBER AND MARCH)</b>														
5.1	Carpets steam cleaned	x	x	x	x	x			x	x		x		x
5.2	Granite and Terrazzo Floors Stripped and Refinished					x								x