

ATTACHMENT C

DIVISION OF WORKFORCE SERVICES

JANITORIAL SPECIFICATION CHART

Please use Green Products whenever possible !!!!

JANITORIAL SERVICES TO BE PROVIDED	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Yearly
Clean and Disinfect Restrooms	x					
Fill Restroom Dispensers	x					
Empty Waste Receptacles	x					
Take Trash to Designated Areas	x					
Clean Drinking Fountains	x					
Damp Mop Tile Floors	x					
Remove Spots & Scuff Marks on Floor - As Needed			x			
Buff Floors				x		
Spot Clean Doors and Walls - As Needed		x				
Spot Clean Carpets	x					
Maintain Janitorial Equipment / Supply Room	x					
Wash Entrance Glass Door(s) Inside and Outside	x					
Vacuum Vinyl & Upholstered Furniture		x				
Vacuum Carpets		x				
Dust and/or Clean all Furniture, Chairs, Tables, and Collecting Surfaces, etc.		x				
Dust Lamps / Sills, Ledges, Moulding & Pictures		x				
Dust Door & Window Frames		x				
Wax Tile Floors with Non-Slip Wax					x	
Dust Blinds		x				
Damp Wipe Restroom Stall Partitions		x				
Shampoo / Steam Clean Carpets						x
Strip and Re-Wax Floors					x	
Wash Windows Inside and Out - If Assessible		x				
Pickup trash at entry walkways	x					
Empty Cigarette Receptacle's & outside trash cans	x					

Cost Per Sq Ft _____

Cost Per Month _____