

JANITORIAL SPECIFICATIONS FOR DPPL 2017

AREA	TASK	FREQUENCY
Entrances and Main Lobby Areas		
Baseboard Heater Covers Hallway	Dust tops and clean underneath	Daily
Book Returns/West hall and lobby	Clean and polish	Daily
Carpet/All areas	Vacuum/gum removal	Daily
Carpet/All areas	Machine spot clean	Weekly
Copier Area	Dust, clean and wipe	Daily
Desk Lamps 1st floor	Dust	Weekly
Donation Area	Dust, clean and wipe	Daily
Elevators	Vacuum, gum removal, spot clean carpet	Daily
Elevators/Interior	Clean walls and control button panel	Daily
Elevators/Exterior	Clean call buttons and wall	Daily
Entry Mats	Vacuum	Daily
Glass Doors/Interior	Spot clean	Daily
Ledges/window (High)	Dust and clean	Monthly
Ledges/window (Low)	Dust and clean	Daily
Lincoln Sculpture	Dust	Daily
Main Staircase	Dust and wipe handrails	Daily
Main Staircase	Wipe clean edge nosing	Daily
Main Staircase	Mop and clean steps and landings	Daily
Main Staircase	Detail clean of anti-slip tread	Weekly
Main Staircase	Dust and polish woodwork	Weekly
Non Slip Tile Floor	Sweep and spot mop (Nylon mop head only)	Daily
Non Slip Tile Floor	Machine scrub	Weekly
Self-Check/Hold material shelf top	Dust/wipe/clean	Daily
Self-Check Workstations/countertop	Dust/wipe/clean	Daily
Skyword Sculpture/Atrium hanging	Dust and clean	Semi-annually
Smoke Diverter Glass	Spot clean	Daily
Solid Surface Countertop (public info desk)	Dust, wipe and sanitize	Daily

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Tables in Meeting Rm Hall/Stainless	Wipe and sanitize	Daily
Trash Cans	Reline and wipe lids	Daily
Vending Area	Trash and recycling, wipe counter and machine	Daily
Window Glass and Doors	Spot clean where needed (Interior)	Daily
Public and Staff Areas/All floors		
Administration Counter Area 2nd floor	Dust and clean	Daily
Administrative Asst./desk area 2nd floor	Dust	Daily
Bookshelves High & Low where empty (All)	Dust	Weekly
Carpet	Vacuum and gum removal	Daily
Carpet/spills	Carpet machine spot clean	Weekly
Chairs (Public)	Upholstery machine spot clean	Weekly
Computers (Public) Desk, keyboard tray and monitor	Wipe and clean	Weekly
Copiers (all floors)	Dust/spot clean	Daily
Desk lamps	Dust	Daily
Desktops (Staff)	Wipe and clean (If cleared)	Weekly
Early Literacy Corner Area/2nd Floor	Dust, wipe and clean	Daily
File Cabinets	Dust	Weekly
Furniture (Wood)	Dust	Daily
Furniture/Non-fabric	Spot clean/sanitize	Weekly
Furniture/Fabric	Vacuum	Weekly
Glass Display Cases	Spot clean glass	Daily
Glass Display Cases	Clean all entirely	Weekly
Glass Doors/Interior	Spot clean glass	Daily
Glass Partitions at computer work-stations	Spot clean glass	Daily
Hanging Signage	Dust/clean	Semi-annually
Janitor Closet stored Equipment (all)	Checked and working	Weekly
Janitor Closets	Cleaned and organized	Weekly
Janitors Sink	Cleaned and sanitized	Weekly
Kitchen/Public	Cleaned and sanitized	Daily
Lamps/Free standing and table	Dust, wipe and polish	Weekly
Newspaper Racks/3rd Floor	Clean entirely	Weekly
Poet-Tree Corner/Carpet	Spot clean /vacuum	Daily

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Programing Room 2nd Floor/sink	Clean/sanitize	Daily
Programing Room 2nd Floor/exterior aquarium glass	Spot clean	Daily
Programing Room 2nd Floor/door glass/interior & extrerior	Spot clean	Daily
Programing Room 2nd Floor	Spot mop/sweep	Daily
Public Workstations Countertops (all floors)	Dust, spot clean	Daily
Receiving Area Flooring	Sweep/vacuum/spot mop	Daily
Recycling/boxes/paper/cans (all floors)	Emptied/removed	Daily
Shredders/interior and exterior (all floors)	Empty inside container, dust exterior	Daily
Stairways (Rear)	Sweep and spot mop	Daily
Stairways (Rear)	Clean handrails	Weekly
Stairways (Rear)	Complete wet mop	Weekly
Switch and Outlet Plates	Spot clean	Daily
Tabletops (All public areas)	Dust, clean/sanitize	Daily
Telephones (Staff desk)	Dust	Daily
Terrace (Open Seasonally)	Sweep floor and clean debris	Daily
Terrace (Open Seasonally)	Wipe tables and chairs	Daily
Terrace (Open Seasonally)	Wipe steel window ledges	Weekly
Trash Receptacles	Wash interior of receptacles	Monthly
Trash Receptacles	Replace liner/wipe lids	Daily
Vents/overhead ceiling	Vacuum	Quarterly
Vinyl Flooring	Wet mop/Sanitize	Weekly
Vinyl Flooring	Wax/buff	Quarterly
Vinyl Flooring	Spot mop/sweep	Daily
Vinyl Flooring/All	Complete strip/wax	Annually
Vinyl Furniture	Wipe/sanitize/spot clean	Weekly
Wall Surfaces	Spot clean finger marks	Daily
Wall Surfaces/Idea Paint	Wipe clean entire wall (special cleaner only)	Weekly
Water Fountains	Clean/sanitize	Daily
Whiteboards/3rd/4th Floor Study Rooms	Wipe clean entire board (special cleaner only)	Weekly
Window Glass (Interior)	Spot clean	Daily
Window Ledges (High)	Dust/wipe	Monthly

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Window Ledges (Low)	Dust/wipe	Weekly
Woodwork	Dust	Daily
Woodwork	Polish	Weekly
2nd Floor Staff Lounge		
Appliances/Misc.	Wipe and sanitize interior/exterior	Daily
Chairs/Furniture	Spot clean	Weekly
Countertop	Wipe and sanitize	Daily
Dishwasher	Empty and reshelve cookware	Daily
Glass Door	Spot clean fingerprints	Daily
Kitchen Cabinets	Wipe fingerprints	Daily
Microwaves	Wipe and sanitize inside/outside	Daily
Refrigerators	Wipe and sanitize/outside	Daily
Sink	Wipe and sanitize	Daily
Sink	Polish stainless	Weekly
Stove top	Wipe and sanitize	Daily
Stove top	Ceramic surface clean and polish	Weekly
Tables	Wipe entirely and sanitize	Daily
Vending Machines	Wipe fingerprints	Daily
Vinyl Flooring	Spot mop/sweep	Daily
Vinyl Flooring	Wax/buff	Quarterly
Vinyl Flooring	Complete strip/wax	Annually
Window Glass (Interior)	Spot clean	Daily
Window Ledge (High)	Wipe	Monthly
Window Ledge (Low)	Wipe	Weekly
1st Floor Public Kitchen		
Countertop	Wipe and sanitize	Daily
Microwave	Wipe and sanitize inside/outside	Daily
Refrigerator	Wipe and sanitize/outside	Daily
Sink	Wipe and sanitize	Daily
Sink	Polish stainless	Weekly

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Stove top	Wipe and sanitize	Daily
Stove top	Ceramic surface cleaner only	Weekly
Trash Receptacles	Empty and reline	Daily
Trash Receptacles	Wash/sanitize receptacles	Weekly
Vinyl Flooring	Spot mop/sweep	Daily
Vinyl Flooring	Wet mop/sanitize	Weekly
Vinyl Flooring	Wax and buff	Quarterly
Vinyl Flooring	Complete strip/wax	Annually
Restrooms/All		
Baby Changing Stations	Re-supply/sanitize	Daily
Grab Bars	Sanitize	Daily
Mirrors	Clean glass	Daily
Paper Dispensers	Re-supply and sanitize	Daily
Partitions	Clean entirely/disinfect	Daily
Sinks/Countertops	Clean and sanitize	Daily
Stainless Steel/Chrome	Wipe/polish	Daily
Tile Flooring	Sweep/mop/disinfectant	Daily
Toilets and Urinals	Clean and sanitize	Daily
Trash	Empty and sanitize	Daily
Vents/overhead	Vacuum	Quarterly
Walls/tile surface	Spot clean	Daily
Meeting Rooms/All		
Carpet	Vacuum and gum removal	Daily
Carpet/spills	Spot machine shampoo	Weekly
Door glass	Spot clean	Daily
Tables inside meeting rooms	Spot clean	Daily
Tables and Chairs/Stainless in 1st floor hallway	Clean, wipe and sanitize	Daily
Trash	Empty and sanitize	Daily

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Study Rooms/All

Carpet	Vacuum and gum removal	Daily
Carpet/spills	Spot machine shampoo	Weekly
Glass	Spot clean	Daily
Tables	Spot clean and sanitize	Daily
Trash	Empty and sanitize	Daily
Wall Surfaces/Idea Paint	Wipe clean entire wall (special cleaner only)	Weekly

Commons/3rd Floor

Carpet	Vacuum and gum removal	Daily
Carpet/spills	Spot machine shampoo	Weekly
Door glass	Spot clean	Daily
Tables	Spot clean and sanitize	Daily
Trash	Empty and sanitize	Daily
Wall Surfaces/Idea Paint	Wipe clean entire wall (special cleaner only)	Weekly

Forum/4th Floor

Carpet	Vacuum and gum removal	Daily
Carpet/spills	Spot machine shampoo	Weekly
Glass	Spot clean	Daily
Tables	Spot clean and sanitize	Daily
Trash	Empty and sanitize	Daily