

JSR Management

Janitorial Specifications

I. Nightly Cleaning

A. Office Area, Lobby, Exterior Entrances, Conference Rooms

1. Empty ashtrays, wet-wipe, and dry polish.
2. All trash receptacles are to be emptied and trash removed to a collection point, including exterior receptacles. Do not remove anything that is not in a receptacle unless clearly marked "TRASH".
3. Dust all horizontal surfaces, including desk tops, files, window sills, chairs, tables, pictures and all manner of furnishings. Desktops and glass table tops are to be cleaned to remove fingerprints and/or stains. Do not dust unless surface is free of personal belongings. Do not touch computer equipment or art work. Do not use a product that leaves a residue or smears the surface.
4. Damp wipe all horizontal surfaces to remove spillage and soiled areas.
5. Clean and polish drinking fountains.
6. Spot clean partition glass.
7. Spot clean walls, door, door frames, plate covers, hand rails, and glass areas adjacent to doors.
8. Vacuum all traffic aisles. Housekeeping will not be responsible for removal of staples from carpets.
9. Mop all hard surface floors per manufacturer's specifications.
10. Damp wipe all entrance metal, glass and doors.
11. Clean interior partition glass and directory boards to remove spots, smudges.

B. Restrooms

1. Stock paper supplies, tissue and soap.
2. Empty sanitary napkin receptacles and wipe with disinfectant.
3. Empty trash receptacles and wipe clean.
4. Dust or damp wipe all partitions and hardware.
5. Clean and polish mirrors.
6. Wipe towel cabinet covers.
7. Toilets and urinals to be cleaned and sanitized both inside and outside. Polish bright work.
8. Toilet seats to be cleaned on both sides using a disinfectant.
9. Scour and sanitize all basins. Polish bright work.
10. Remove splash marks on walls.

11. Wet mop and rinse restroom floors.
12. Wipe down/disinfect showers.

C. Elevators

1. Dust and damp wipe wall surfaces.
2. Clean and dust bright work.
3. Clean doors and door tracks inside and outside for every landing.
4. Remove gum.
5. Vacuum carpeted areas, sweep and damp mop hard surfaces.
6. Report any mechanical problems.

D. Stairwells

1. Police and remove or report items obstructing stairwells.

E. Cafeteria and/or Kitchen Areas

1. Damp wipe the exterior of all appliances and vending machines. Interior cleaning is not included in janitorial contract.
2. Dust and damp wipe all horizontal surfaces.
3. Vacuum all carpeted areas.
4. Dust mop and/or damp mop with disinfectant hard flooring surfaces.
5. Scour and disinfect basins and polish all bright work.
6. Empty, clean and sanitize waste receptacles.

II. Weekly Cleaning

A. Office Areas, Lobby, Common Areas, Stairwells

1. Dust all vertical surfaces
2. Vacuum all carpets thoroughly, taking care to get into corners and edges.
3. Damp mop hard surface floors thoroughly, taking care to get into corners and edges.
4. Sweep and mop stairwells.
5. Clean all doors and door frames.
6. Damp wipe telephones with disinfectant.
7. Dust and/or clean fire extinguisher and hose cabinets.
8. Dust and/or damp wipe tenant suite signage plaques.

III. Bi-Weekly Cleaning

A. All Areas

1. Buff hard surface floors, if needed, so as to enable them to present the best possible appearance at all time (more frequently if required).

IV. Monthly Cleaning

A. Office Areas, Lobbies, Common Areas, Restrooms

1. Complete all high dusting not accomplished in above mentioned cleaning.
2. Clean legs of chairs and tables.
3. Damp wipe switch plates and door frames.
4. Dust window blinds.
5. Power scrub all ceramic floors, walls and baseboards to clean grout with disinfectant. (More often if necessary)

B. Vacant Areas

1. Damp mop all hard surface floor coverings.
2. Dust and clean all cabinetry, fixtures, kitchens, appliances, bathrooms, and furniture.
3. Dust window blinds and window sills.
4. Vacuum all carpeted floors.
5. Dust and/or damp wipe all doors and frames.

V. Quarterly Cleaning

A. All Named Areas

1. Refinish lobby flooring per Manager's specifications.

VI. Bi-Annual Cleaning

A. All Named Areas

1. Strip and refinish all hard surface floors.

Housekeeping services are to be performed 5 nights per week, outside normal business hours, holidays excluded.

Housekeeping must keep all janitor closets clean and free of debris.

Paper counts are to be emailed to Management Office at the end of every week.

Tenant suites are to be kept locked at all times. No one is to let anyone into a tenant suite or the building for any reason ever. Tenants are required to have their own means of access to the building and suite with them at all times.

Housekeeping must sign out keys using sign out sheet. Times must be noted to be verified by digital video recorder.