

ABC Building	Week	Monthly	Quarterly	Annually
ENTRANCES AND FLOOR				
Empty all trash receptacles, replace liners as necessary, and remove all collected waste to the designated area	5			
Clean glass doors and wipe sills clean	1			
Use extension duster to remove dust and cobwebs from entrances	1			
Dust mop floor with treated or electrostatic dust mop	5			
Damp mop all hard surface floors with a neutral cleaner	5			
Vacuum carpeted areas	5			
Straighten chairs and magazines	5			
Dust and/or vacuum all low-reach areas up to 72" from floor	1			
Dust and/or vacuum all low-reach areas above 72" from floor		1		
RESTROOMS				
Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, vanities, showers, pipes, flush valves, etc.)	5			
Clean and polish all mirrors, counter tops, bright work, etc.	5			
Clean handicap bars and rails	5			
Dust and damp mop all hard surface floors	5			
Restock all restroom supplies with bath tissue, hand towels, hand soaps, lotions, sanitary supplies, seat covers, specialty items, etc.	5			
Sanitize light switches. Spot clean all walls, doors, etc	1			
Dust and/or vacuum all low-reach areas up to 72" from floor	1			
Dust and/or vacuum all low-reach areas above 72" from floor		1		
OFFICES				
Empty all trash receptacles, replace liners as necessary, and remove all collected waste to the designated area	5			
Dust and damp mop all hard surface floors	5			
Spot vacuum carpeted area	1			
Vacuum carpeted area	5			
Dust and/or vacuum all low-reach areas up to 72" from floor	1			
Dust and/or vacuum all low-reach areas above 72" from floor		1		
CONFERENCE ROOMS				
Empty all trash receptacles, replace liners as necessary, and remove all collected waste to the designated area	5			
Straighten chairs and magazines	5			
Wipe off tables	5			
Vacuum carpeted areas	5			
Dust and/or vacuum all low-reach areas up to 72" from floor	1			
Dust and/or vacuum all low-reach areas above 72" from floor		1		
HALLWAYS AND COMMON AREAS				
Empty all trash receptacles, replace liners as necessary, and remove all collected waste to the designated area	5			



Clean water fountains	5			
Dust and damp mop all hard surface floors with a neutral cleaner	5			
Spot vacuum carpeted areas	5			
Vacuum carpeted areas	5			
Spot clean glass/mirrors	1			
Clean glass/mirrors			1	
Dust and/or vacuum all low-reach areas up to 72" from floor	1			
Dust and/or vacuum all low-reach areas above 72" from floor		1		
BREAKROOM/DINING ROOM				
Empty all trash receptacles, replace liners as necessary, and remove all collected waste to the designated area	5			
Clean countertops, sink, stainless steel, tables and chairs	5			
Dust mop floor with treated or electrostatic dust mop	1			
Damp mop all hard surface floors with a neutral cleaner	1			
Dust all low reach areas under 72"	1			
Dust all high reach areas over 72"		1		
Dust all air vents				1
ELEVATOR				
Spot clean stainless steel	5			
Wipe off smears and stains	5			
Spot vacuum	5			
Vacuum	5			
Clean elevator tracks	1			
STAIRWELLS				
Empty all trash receptacles, replace liners as necessary, and remove all collected waste to the designated area	5			
Dust mop hard surface floors and stairs	1			
Damp mop stairs	1			
Clean hand rails	1			
Dust all low reach areas under 72"	1			
Dust all high reach areas over 72"		1		
COPY ROOM/COURRIER ROOM/WORK ROOMS				
Empty all trash receptacles, replace liners as necessary, and remove all collected waste to the designated area	5			
Dust mop floors	5			
Damp mop floors	5			
Dust all low reach areas under 72"	1			
Dust all high reach areas over 72"		1		

