

Janitorial / Cleaning Services

Approximately 5 hours a week

Weekly

- Sweep and dust lobby
- Vacuum hallways, offices and meeting rooms
- Clean kitchenette:
Wipe counters & appliances
Clean sink
Vacuum and/or mop
- Clean bathrooms:
Scrub toilets
Wipe counters / sinks / mirrors
Mop floor
- Wipe down door knobs & light switches
- Collect and take out garbage

Monthly

- Dust / clean pictures, chair rail, trim, sills, etc.
- Clean vents
- Wash interior & exterior windows
- Clean blinds

Special detail projects may be required as needed.