

**SEVEN MILE CROSSING
JANITORIAL SERVICES**

Tenant Suite Areas

- A. Daily Services – five (5) days a week
 1. Empty waste containers
 2. Replace soiled or damaged liners
 3. Dust all office furniture, (provided surface is free and clear of any work product or trinkets) desks, files and counters removing any coffee rings or spills, fingerprints, smudges, etc.
 4. Dust mop all hard floors with treated dust mops
 5. Wash/mop all hard floors, remove scuff marks.
 6. Vacuum all carpet traffic areas, and mats
 7. Clean restrooms, mop floors, empty trash, restock supplies, clean and disinfect all fixtures and clean mirrors and counters

- B. Weekly Services
 1. Wipe the tops of all office partition
 2. Vacuum all carpet, including edges and beneath desks (provided area is free and clear of work product and wires/cables)
 3. Spot clean wall around light switches, door and door frames
 4. Spot clean glass partitions removing smudges
 5. Specialty vacuums for all edges, corners, and under desks

- C. Monthly Services
 1. High and Low dusting: wall hangings, picture frames, sills, chairs, rungs, railing, moldings, ledges, door frames, vents, etc.
 2. “Cobweb Hunt”
 3. Dust blinds with dusting wand
 4. Dust all ceiling vents and baseboards
 5. Vacuum/brush all fabric furniture
 6. Spray buff and high speed burnish tile floors in lobby or reception areas

- D. Semi-Annual Services
 1. Power scrub tile areas in lobby or reception area, wax and apply floor treatment
 2. Wash interior & exterior glass

- E. Extra Cleaning Services Available Upon Request
 1. Hard surface floor cleaning for kitchens, copy rooms, file rooms and other non-office rooms
 2. Carpet cleaning
 3. Kitchen, refrigerator cleaning
 4. Wall washing