BASELINE SERVICES

**Daily**

* Empty trash in all common areas (replace bag)
* Clean and sanitize restrooms and replenish stock/supplies
* Clean classrooms and auditoriums and labs
* Clean main stairways and entrances
* Empty ALL RECYCLING in public areas
* Dust mop hallway floors/Damp mop as needed
* Clean entry door glass and disinfect all touch points

**1x per week**

* Mop / Auto scrub Hallways
* Sweep and mop remaining stairs

**3X’s per week**

* Empty Trash , use new trash bag in designated office areas

**Bi Weekly (Every other week)**

* Damp mop floors
* Vacuum Carpeted floors

**Monthly**

* Dust specific areas as needed (without disturbing any items)

**Detailed Floor work i.e: Carpet Cleaning, Scub and wax floor**

* Yearly/Annually

**\*\*ABOVE BASELINE SERVICES may be requested via workorder on a fee-for–services basis. An account line must be provided.**