



***We Treat You Like Royalty.***

10901 Olympia Fields Loop  
Austin, TX 78747

SPECIFICATIONS FOR JANITORIAL SERVICES  
SCHEDULE OF OPERATIONS

Daily Requirements  
General Areas

**Secure all entry doors**  
**Spot clean all entry door glass, inside and out**  
**Clean, sanitize and polish drinking fountains**  
**Turn off lights and set alarm**  
**Supervisory check to be performed monthly**

Floors

**Vacuum and wet mop hard surface flooring**  
**Vacuum carpeting**

Restrooms

**Sanitize, deodorize and polish:**  
**Toilet bowls, seats and bases**  
**Urinals**  
**Sinks and faucets**  
**Dispensers**  
**Sanitary napkin waste receptacle**

**Floors and drains**  
**Clean and polish mirrors**  
**Replenish towels, tissue, hand soap, air fresheners**  
**Wipe towel cabinet covers**  
**Dust partitions, top of mirrors and frames**  
**Remove splash marks from walls around basins**

Offices, Administrative Areas, Hallways and Common Areas

**Empty all trash receptacles, replace liners (as needed) and remove trash to a collection point (Client to furnish trash receptacle liners)**  
**Vacuum carpeting**  
**Clean and polish drinking fountain(s)**  
**Thoroughly dust all horizontal surfaces, including desk tops, file cabinets, sills, tables, pictures and all manner of furnishings.**  
**Damp wipe all horizontal surfaces to remove coffee rings and spillage, as needed.**  
**Dust telephones/wipe handsets (typically monthly)**

**Dust mop hard surface floors to remove any spillage from soiled areas**  
**Damp wipe entryway and clean fingerprints from entrance glass**  
**Spot clean partition glass**

Weekly Cleaning

Offices, Administrative Areas, Hallways and Common Areas

**Offices, Administrative Areas, Hallways and Common Areas**

**Detail dust all vertical surfaces of desks, file cabinets, chairs, tables and other office furniture**

**Detail dust mop hard surface floors, taking care to get along edges, in corners and beneath furniture**

**Detail damp mop hard surface floors, taking care to get along edges, in corners and beneath furniture**

**Detail vacuum carpeting, taking care to get along edges, in corners and beneath furniture**

**Sweep exterior entrances and covered porch area**

Monthly Cleaning

**Complete all high dusting not reached in the above mentioned cleaning**

**Remove fingerprints and marks from around light switches and door frames**

**Dust blinds and window coverings**

**Damp wipe telephones using a disinfectant**