

Schedule of Cleaning for Unified Fire Authority

	Description of work	Frequency
Lobby	Front entry way doors wiped down, all glass cleaned, tile floors mopped,	Daily
	floor mats vacuummed, wood furniture dusted, furniture vacuummed or wiped down	
	Front entrance free of drip marks caused by hauling out trash and swept	
	elevator and all chrome cleaned and free of handprints,	
	Ballistic glass cleaned daily to manufacturer specification. NO product should be used	
	that has ammonia in it.	
Stair Wells	Main Stairwell from Lobby vacuummed or swept	Weekly
	Secondary stairwell located by break room vacuummed or swept	Weekly
	3rd stairwell located off the Operations room	Twice a month
General Office cleaning	All trash cans emptied, liners replaced if needed, dust monitor screens	Daily
	Floors vacuummed and free of debris,	
	Desks, cabinets, computers, window seals dusted, all glass wiped and free of hand prints	Weekly
General hallways	Floors vacuummed, all trash removed,	Daily
	handprints wiped from walls and fixtures, glass cleaned	as needed
	main floor trophy cases dusted	monthly
Office supply storage rooms	wipe down cabinet fronts and counter tops, sweep mop floors	Weekly
Conference Rooms	All trash cans emptied, liners replaced if needed	Check daily
	Floors vacuummed, glass cleaned, tables and desks wiped down	as needed
Break Rooms	Wipe down all furniture, large and small appliances, clean all stainless steel, wipe down all countertops, and clean quartz according to manufacturer recommendations, empty all trash and replace liner with heavy duty liner	Daily
	clean floor according to Roppe manufacturer recommendations	
	vacuum or sweep floors, restock paper towel holders,	
	wipe down cabinet fronts, window seals	
	Appliances wiped down inside	Weekly
		monthly

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Patio	Trash can emptied and liner replaced	Daily
	Patio swept	Monthly
Bathrooms	clean and disinfect all toilets, urinals, countertops, sinks, and mirrors	Daily
	clean floors, restock papertowel dispensers, refill soap, empty all trash bins	
	Clean and wipe down all walls and partitions	Weekly
	Downstairs showers sprayed down with soap and scum removed	Daily
	Downstairs showers tile and grout cleaned	Monthly
Work out Room	trash emptied, floor spot cleaned and vaccumed, towels and disinfectant refilled	2 x week
	work out equipment wiped down	Semi-Monthly
General cleaning	handprints wiped from walls, door jams, switch covers	As needed
	Floor mats in offices wet mop	As needed
	All floors should be cleaned according to manufacturer recommendations	As needed
	carpet should be spot cleaned	As needed
	Dust all blinds	Monthly
Other projects	All carpets should be scheduled on semi-yearly cleaning schedule	2 X year
	All tile floors and grout thoroughly cleaned	2 X year
	All VTC floors cleaned and buffed	2 X year
	thorough deep cleaning of breakrooms, cabintes, blinds light fixutres, vents	2 X year
	power spray dumpster area	2 X year
	Trophy display cabinets main floor hallway dusted interior	Quarterly
	All exterior and interior Window Cleaning	2 X year
GIS printing room	Room behind the large Screen in the Operations room is referred to as our GIS printing Room. This area should be vacummed and trash hauled out	Weekly

** Any other items you feel should be included in a cleaning schedule please indicate in your response **

** Please include hourly rate for add'l services or itemized list of additional services that you offer that you feel would benefit UFA and help maintain building