

ATTACHMENT A

Housekeeping Schedule

For the week of - _____	DAILY	Mon	Tues	Wed	Thurs	Fri
Flooring – All Areas						
Tile/VCT						
Dust floors	X					
Wet mop floors	X					
Spot Clean	X					
Strip/Wax/Polish floors						
Carpeted Areas						
Vacuum	X					
Spot clean	X					
Shampoo						
Restrooms - Staff						
Sinks (Disinfect)	X					
Toilets (Disinfect)	X					
Floors and baseboards	X					
Walls (Disinfect)	X					
Restrooms - Public						
Sinks (Disinfect)	X					
Toilets (Disinfect)	X					
Floors and baseboards	X					
Walls (Disinfect)	X					
Employee Office Area/Lobby/Reception/Break Areas						
Empty trash containers	X					
Stairways – clean & damp mop						
Doors - clean & polish (Disinfect)						
Door windows - clean	X					
Walls/spot clean						
Clean Elevator (Disinfect)	X					
Upholstered furniture - Shampoo						
Clean HVAC related vents						
Change light bulbs as needed						
Damp wipe/dust furniture, counters, cabinets, bookshelves, tops of modular furniture partitions, etc.	X					
Clean windows (interior)						
Clean window ledges – damp wipe						