



Janitorial Specifications

*Woodside Office Park
7250 Redwood Blvd.
Novato, California*

Office Areas

Nightly (five days/week):

1. Sweep non-carpeted areas with chemically treated dust mop
2. Empty all waste containers, spot clean, replace liners
3. Remove all trash / recycling that is clearly labeled for removal, return waste baskets and chairs to proper positions
4. Dust / spot clean all horizontal surfaces in common areas including reception desk, conference rooms, etc.
5. Turn off lights ASAP each night
6. Spot mop any spillage on non-carpeted areas
7. Vacuum all common area carpeted areas (hallways, conference rooms, reception areas, etc.)

Weekly:

1. Dust all horizontal surfaces including ledges, window sills, pictures, shelves and furniture (no items will be moved on desks, counters, etc...everything will be dusted around)
2. Spot clean doors, door frames, and counters
3. Vacuum all private offices and cubicles
4. Spot clean around light switches
5. Spot clean partition door glass by handles (full glass cleaning is provided at an extra cost)
6. Spot clean carpets at tenants request

Monthly:

1. Perform high dusting beyond normal reach (6 feet or above)

Quarterly:

1. Scrub, re-seal and refinish all VCT and tile flooring
2. Thoroughly vacuum upholstered furniture

3. Edge vacuum all carpeted areas
4. Dusting perimeter window blinds

Conference Rooms

Nightly (five days/week):

1. Wet wipe table tops
2. Empty all waste paper containers
3. Vacuum carpets
4. Arrange chairs in an orderly manner

Weekly:

1. Dust tables, chairs and cabinets

Monthly:

1. Vacuum all chairs

Restrooms

Nightly (five days/week):

1. Empty and wipe out all waste paper containers
2. Empty feminine product wastebaskets and replace liner
3. Clean and polish all metal and mirrors
4. Clean and polish all dispensers
5. Clean and disinfect wash basins, urinals, and toilets including both top and underside of toilet seat
6. Spot clean tile walls and toilet partitions (inside/outside)
7. Spot clean walls around wash basins
8. Clean floors with disinfectant solution
9. Refill soap, towels, tissue, and seat covers
10. Check all fixtures, flush valves, etc. and report non-working or leaking items to Maintenance / Engineering
11. Showers – walls and floors wiped down with disinfectant solution

Weekly:

1. Dust all low reach and high reach areas including but not limited to structural ledges, mirror tops and ledges, A/C diffusers, return air grills and light fixtures
2. Showers – scrub walls and floors with a medium abrasive sponge to remove lime scale, soap scum, and hard water build-up

Monthly:

1. Wash down all partitions inside and outside

Quarterly (4 times a year):

1. Machine scrub floors INCLUDING corners and cove base

Kitchenettes, Coffee Bars & Vending Areas

Nightly (five days/week):

1. Clean table tops
2. Clean sinks and counter tops
3. Clean chairs as required to maintain a neat appearance
4. Damp mop non-carpeted areas
5. Empty all waste containers and replace liners
6. Spot clean outside of refrigerators
7. Wipe clean exterior surface of cabinets and drawers

Entrance Lobbies

Nightly (five days/week):

1. Sweep and spot clean tile flooring
2. Damp mop all spillage
3. Vacuum carpets / rain mats
4. Dust ledges within reach
5. Dust all horizontal surfaces
6. Empty all waste containers, spot clean, and replace liners
7. Spot clean walls
8. Clean chrome and painted hand rails
9. Clean entrance door frames and handles with a disinfectant. Polish if needed.
10. Police sidewalks immediately outside entrance areas
11. Spot clean all glass including entrance doors, low partitions, mirrors and the corridor side of all windows and glass to tenant premises
12. Thoroughly clean all door thresholds of dirt and debris
13. Spot clean and dust directory board glass and ledges

Weekly:

1. Dust all high ledges

Quarterly:

1. Dust and vacuum air supply and exhaust diffusers
2. Machine scrub ground

Passenger Elevator Cleaning

Nightly (five days/week):

1. Vacuum elevator cab floor
2. Vacuum and clean all elevator thresholds
3. Wipe down walls
4. Polish stainless steel doors

General Guidelines

Nightly (five days/week):

1. Keep janitor closets neat and orderly
2. Uniforms with Able logo to be present at all times
3. Any leaks, lights out, or repairs are to be relayed by janitor to Able management immediately.

Extra Services:

1. Carpet Cleaning
2. Full Partition Glass Cleaning
3. Scrubbing and Sealing Office Areas Hard Floors (VCT, Tile, Stone, etc.) beyond normal scope
4. Refrigerator, Microwave, Dish Cleaning