

Schedule of Tasks

Converse County Joint Justice Center

Tasks for PD & SO Offices, Communications Center, Conference & Training Rooms, Breakrooms, Restrooms, Common / Public Areas

Task	Daily 7 x week	1 x Week	Monthly	Quarterly	Bi-annually	Annually
Public / Circulation: vacuum hallways, empty inside trash receptacles, replace trash liners as needed; wipe down furniture; dust and damp wipe all surfaces: tables, chairs, counters, cabinets, appliances, windowsills, doors, windows, etc.	x					
Offices, break rooms, training room, chairs: vacuum floors, clean and/or wipe down all surfaces as applicable with appropriate products; empty trash receptacles; spot clean carpet and chairs		x	x *for offices only – with set day			
Misc areas: clean and polish sinks, partitions, mirrors, drinking fountains	x *public areas	x *secure areas				
Offices: Dust desks as requested		x				
Phones, door handles, light switches, etc: damp wipe and disinfect	x					
Restrooms: clean mirrors, clean and disinfect sinks and toilet bowls; refill dispensers; refill toilet paper, etc.; empty trash receptacles;	x					
Floors: tile, vinyl, granite or sealed concrete: wet mop all tile and resilient flooring	x					
Floors: Strip clean, buff and apply sealer or finish; REFER TO MANUFACTURER'S SPECIFICATIONS						x
Floors, carpeted: shampoo					x	
Furniture (non-wood or vinyl): vacuum, dust any wood surfaces			x			
Walls: Spot clean as needed; totally clean				x		
Windows: interior and exterior as accessible				x		
Cabinets, doors: clean/wipe down				x		
Blinds: Wipe down				x		

Communications Center

Task	Daily	1 x Week	Monthly	Quarterly	Bi-annually	Annually
Common Floor area: vacuum Daily: (requires commercial, quiet vac due to activity); empty trash receptacles	X					
Dust tops and backs of monitors (employees will clean monitors); wipe surfaces service when station is unoccupied; dust work stations as “wanted”; items on desk not to be moved. Swifter duster works well. Chemicals used must be anti-static due to equipment used	X					
Restroom (interior); wipe down surfaces, clean mirror, sinks and toilet, empty trash	X					
Break room; mop (do not wash dishes)	X					
Window to Public	X					
Manager’s Office: vacuum and dust, wipe down furniture. Employee will dust shelving and cabinet surfaces; empty trash receptacles		X				
Quiet Room: vacuum and dust, wipe down furniture; empty trash receptacles		X				
Entire center: deep cleaning and carpet shampooing; REFER TO MANUFACTURER’S SPECIFICATIONS						1 x per yr, deep clean

Fitness Center

Task	Daily	1 x Week	Monthly	Quarterly	Bi-annually	Annually
Floor (rubber decking); clean with products as recommended by vendor:	X					
Fitness Room: vacuum, empty trash. It is customary for users to spray down and wipe equipment that they use. Cleaning: mild detergents in spray bottles and paper towels or rags. Provided by Owner.	X					
Trash Receptacles in Common Area: empty and replace liners	X					
Restrooms, Locker Room & Shower; wipe down surfaces, clean mirror, sinks and toilet, empty trash receptacles	X					
Spray bottles: fill with mild detergent as recommended by manufacturer; provide 8 bottles, refill daily	X					
Rags or paper towels; provide sufficient quantities in one area for employee access	X					