



## *Service Specifications*

### Nightly Cleaning Specifications

#### **Common Areas / Tenant Areas**

##### *Daily Services (5 x Week)*

- Empty all waste receptacles, reline as needed.
- Vacuum carpeted traffic lanes and spot clean any small carpet spills.
- Dust mop all hard surface floors and spot damp mop stains as required.
- Dust all open horizontal surfaces within reach (such as desks, counters, tables, credenza's, etc.) without moving any papers or personal items; spot clean horizontal surfaces as needed.
- Clean stains and marks from desktops, countertops, cupboards, and splash boards as needed.
- Dust all lobby and common area furniture and horizontal surfaces within reach.
- Clean exterior doors of applicable elevators and interior of elevator cabs, to include vacuuming of carpets and wiping down walls as appropriate.
- Clean and polish all applicable drinking fountains.
- Glass doors – clean fingerprints from both sides as applicable or as accessible.
- Police stairwells nightly.
- Police exterior around main entrances to the building.
- Police around loading dock and exterior delivery areas of the building.
- Dispose of recycling trash as needed.
- Return chairs and wastebaskets to proper positions.
- DO NOT remove any trash that is to be shredded.... these items are taken care of by the tenant. Check with tenants to see if trash that has already been shredded is okay to place in the dumpster.
- Remove from tenant or common areas of the building any cartons, boxes or waste that is clearly marked to be thrown away (no boxes or cartons are to be removed from the building unless specifically instructed by the tenant or Flynn Properties either verbally or with a note designating the waste or recycling to be removed).
- Leave lights on/off and lock interior doors and exterior doors as instructed by the appointed representative of the tenant or Flynn Properties.

### Weekly Services (1 x Week)

- Thoroughly damp mop hard surface floors.
- Spot mop spills in stairwells.
- Dust window ledges.
- Dust low reach areas including, but not limited to, chair rungs, structural and furniture ledges, baseboards, door louvers, etc.
- Spot clean and polish all metal bright work, including door thresholds and restroom bright work.
- Vacuum all carpeted areas not done nightly (excluding edging).
- Remove fingerprints, dirt smudges, graffiti, etc., from doors, handles, frames, glass partitions, windows, light switches and walls.
- General policing of office areas should be made to assure satisfaction of cleaning service.

### Periodic Services (1 x Month)

- Dust high reach areas such corners, ledges, tops of drapes, ceiling diffusers, ceiling vents, wall vents, etc.
- Damp wipe and sanitize telephone hand sets.
- Edge vacuum all carpeted areas not done daily or weekly.
- Spot clean any doors, handles, frames, glass partitions, windows, light switches and walls not done daily or weekly.

### Periodic Services (4 x Year)

- Dust window blinds.
- Thoroughly mop stairwells.

## **Restrooms**

### Daily Services (5 x Week)

- Thoroughly dust mop and damp mop restroom floors with approved disinfectant cleaner.
- Clean and disinfect all sinks, toilets, urinals and showers.
- Empty and clean waste receptacles, replacing liners nightly.
- Empty and clean sanitary napkin waste receptacles, replacing liners nightly.
- Clean and polish all mirrors, chrome fixtures, metal bright work and dispensers.
- Restock all toilet tissue, paper towels, seat covers, soap and sanitary products from owners stock or tenants stock.

- Spot damp wipe with a mild, non-abrasive and approved germicidal detergent all countertops, doors, walls, door frames, kick plates, thresholds and partitions.

#### Weekly Services (1 x Week)

- Thoroughly wash partitions and walls. Remove graffiti where possible. If not possible, report to Flynn Properties.
- Thoroughly clean base of walls and edges.
- Dust ventilation diffusers and light lenses.
- Pour water and/or the appropriate chemical, down the floor drains to reduce odors.

#### Bi-Monthly Services (6 x Year)

- Machine scrub (and refinish as directed) with particular attention paid to grout, corners and edges, all hard surface restroom floors.

### **All Areas**

#### Monthly Services (1 x Month)

- Edge vacuum all carpets as needed.
- Spot clean walls around door handles, light fixtures, etc.; as needed.

### **Hard Surface Flooring (excluding restrooms)**

- Scrub (and refinish as necessary) all common area tile quarterly.
- Scrub (and refinish as necessary) all tenant area tile per request as an extra service.