

SERVICES	DAY OF THE WEEK							FREQUENCY
ALL AREAS	M	T	W	T	F	S	S	
<p><b>Common Areas:</b></p> <ul style="list-style-type: none"> <li>• Clean and dust all surfaces (desks, tables, shelves, etc.)</li> <li>• Vacuum all carpeted areas.</li> <li>• Empty all trash receptacles and replace liners.</li> <li>• Clean and disinfect reception area and seating.</li> </ul>								<b>Daily</b>
<p><b>Kitchen:</b></p> <ul style="list-style-type: none"> <li>• Wipe down refrigerator exterior and interior</li> <li>• Clean microwave interior and exterior.</li> <li>• Clean and sanitize countertops and sink.</li> <li>• Empty trash receptacle and replace liner.</li> <li>• Sweep and mop floor.</li> </ul>								<b>Daily</b>
<p><b>Bathrooms:</b></p> <ul style="list-style-type: none"> <li>• Clean and sanitize toilets, sinks, and urinals.</li> <li>• Replenish soap, paper towels, and toilet paper.</li> <li>• Clean and disinfect countertops and fixtures.</li> <li>• Empty trash receptacles and replace liners.</li> <li>• Sweep and mop floors.</li> <li>• Clean mirrors.</li> </ul>								<b>Daily</b>
<p><b>All Other Areas/Rooms:</b></p> <ul style="list-style-type: none"> <li>• Dust and wipe down all surfaces.</li> <li>• Disinfect and wipe down all mannequins.</li> <li>• Vacuum or sweep floors as needed.</li> <li>• Empty trash receptacles and replace liners.</li> </ul>								<b>Daily</b>