

1203 West End Avenue - Janitorial Scope of Services

Nightly Cleaning

- **Cleaning of Bathroom facilities (4 total)**
 - Clean and sanitize toilets
 - Clean mirrors
 - Clean and sanitize vanity bowl and countertop
 - Clean baseboards
 - Mop floors
 - Clean inner and outer bathroom doors
 - Empty Trash bins

- **Offices**
 - Empty trash bin
 - Vacuum carpet
 - Dusting of office machines

- **Conference/Reception Areas/Client Seating Areas**
 - Wipe down facility inner entry/exit door
 - Wipe clean conference tables
 - Vacuum Carpet
 - Dust office machines
 - Dust office/polish reception desk
 - Pick up and arrange magazines on table
 - Empty Trash bins
 - Arrange magazines in neat fashion
 - General facility cleaning overall

- **Kitchen Area**
 - Clean and sanitize kitchen tables
 - Clean and wipe down coffee machine
 - Clean coffee pots
 - Mop kitchen floor
 - Clean and wipe down counter tops
 - Clean and wipe down outer portion of refrigerator
 - Empty Trash Cans

Semi Annual Cleaning

- Buff kitchen & wax kitchen floors
- Clean Carpet/couches/conference room chairs throughout facility

Company must supply their own cleaning supplies and equipment. CEDA will provide toilet paper, paper towels and trash can liners. Service will be provided as listed.