

1647 Cottage Grove - Janitorial Scope of Services

Nightly Cleaning

- **Cleaning of Bathroom facilities**
 - 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
 - Dusting of office machines

- **Conference/Reception Areas/Client Seating Areas**
 - Wipe down facility inner entry/exit door
 - Wipe clean conference tables
 - Dust office machines
 - Dust office/polish reception desk
 - Empty Trash bins
 - General facility cleaning overall

- **Kitchen Area**
 - Clean and sanitize table
 - Clean and wipe down coffee machine
 - Clean and wipe down counter tops
 - Empty Trash Cans

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.