

## **Cleaning Service Request for CEDA Center for Community Action**

Company needed to provide cleaning service three times per week. Company must supply their own cleaning supplies and equipment. CEDA will provide toilet paper, paper towels, and garbage bags. The company will clean carpet twice per year (Spring/Winter)

Scope of work to be performed:

### Waiting Area (front)

1. Sweep & mop floor
2. Arrange chairs in a neat fashion.
3. Vacuum area runners.
4. Remove runners and mop floor.
5. Wipe dust off base boards and window sills.
6. Wipe fingerprints and stains off doors and walls.
7. Strip and wax floor when necessary

### WIC Area

1. Vacuum carpet.
2. Empty garbage cans, change liners, wash outside of container
3. Dust off file cabinets and counter tops.

### LIHEAP Area

1. Vacuum carpet and under desk.
2. Empty wastebaskets(change liner)

### Conference room

1. Vacuum carpet and under tables
2. Wipe off conference table with wet cloth
3. Empty wastebasket (change liner)
4. Wipe refrigerator.
5. Wipe down water fountain and mouth spout.

### Administration

1. Vacuum carpet and under desk
2. Wipe table and top of file cabinets
3. Wipe window sill and baseboard
4. Clean glass block and windows
5. Remove flowers and vacuum area
6. Remove flowers off table and cabinets and wipe away dead leaves.
7. Empty wastebasket (change liner) wash outside of container.

### Lunchroom

1. Vacuum carpet
2. Wipe table arrange chairs.
3. Empty wastebasket (change liners) wash outside of container
4. Clean glass door.
5. Wipe off microwave stand

### Computer Room

1. Vacuum carpet
2. Wipe off computer tables
3. Wipe off table

### Kitchen

1. Sweep & mop kitchen floor
2. Scrub sink and wipe counter top.
3. Wipe front cabinet door.
4. Wipe refrigerator and freezer door.
5. Strip and wax floor when necessary.
6. Wipe off water cooler including around spout.

### Bathroom (3)

1. Sweep floor paying particular attention to corners to prevent build up of dirt
2. Clean and sanitize bathroom sinks.
3. Clean vanity tops
4. Clean and sanitize toilet inside of bowl and outside around seat.
5. Clean mirror.
6. Strip and wax floor if necessary.
7. Replace paper towels and toilet paper when needed.

### Other inside duties

1. Telephone should be cleaned including mouthpiece and earpiece once a month.