

## **SCOPE OF SERVICES FOR SOUTH CHICAGO HEIGHTS CEDA**

### **Entrance/Guest Seating Area/Reception Areas**

Door spot-cleaned, damp-wiped – as needed  
Windows cleaned interior/exterior – as needed  
Window ledges, metal framing dusted – bi-weekly  
Table(s) dusted – once per week  
Runner(s) vacuumed – once per week  
Carpet vacuumed – twice per week  
Tile swept and mopped – twice per week  
Cobwebs removed – once per month  
Hard surfaces dusted – once per week  
Cubicle(s), partition(s) dusted – twice per week  
Countertop cleaned and dusted (when cleared) – twice per week  
Overhead vents dusted (at site director's request) – three times per year  
Overhead piping dusted (at site director's request) – three times per year  
Exit sign(s), etc. dusted – once per month  
Trash container(s) emptied – twice per week  
Trash container(s) relined – as needed  
Guest seating chairs damp-wiped – once per week  
Telephone cleaned – once per week

### **General Office (1) /Cubicles (6)**

Desk-top cleaned when cleared – upon request only  
Telephones cleaned – once per week  
Table(s) dusted – once per week  
Carpet vacuumed – twice per week  
Cobwebs removed – monthly  
Hard surfaces dusted – once per week  
Cubicle(s), partitions(s) dusted – twice per week  
Trash container(s) emptied – twice per week  
Trash container(s) relined – as needed  
Cabinet(s), shelving etc. dusted – bi-weekly  
Runner(s) vacuumed – twice per week  
Chair mat(s) mopped (winter months) – as needed due to salt/snow  
Credenza dusted – bi-weekly  
Overhead vents dusted per site director's request – three times per year  
Overhead piping dusted per site director's request – three times per year

Blinds dusted – bi-monthly

Viewing glass cleaned – bi-monthly

### **Restrooms (1)**

Sink(s) cleaned, sanitized – twice per week

Wall area directly around sink(s) spot-cleaned – twice per week

Mirror(s) cleaned – twice per week

Toilet(s) cleaned – twice per week

Wall area directly around toilet(s) spot-cleaned – twice per week

Hand towel dispenser(s) refilled – twice per week

Toilet paper dispenser(s) refilled – twice per week

Soap dispenser(s) refilled – twice per week

Soap dispenser(s) exterior damp-wiped – twice per week

Paper towel dispenser(s) exterior cleaned – twice per week

Trash container(s) emptied – twice per week

Trash container(s) relined – as needed

Tile floor(s) swept and mopped – twice per week

Sanitary containers emptied – twice per week

Sanitary containers cleaned – twice per week

Overhead vents dusted per site director's request – three times per year

Overhead piping dusted per site director's request – three times per year

Cobweb removal – once per month

Hand rail chrome damp-wiped/ cleaned – twice per week

### **Corridor(s)**

Carpet vacuumed – twice per week

Exit signs, etc, dusted – once per month

Hard surfaces dusted – once per month

### **Storage Room**

Tile floor swept and mopped – twice per week

### **Area Between Director's Office and Storage Room**

Runner vacuumed – twice per week

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