

AFTON CITY HALL CLEANING PROCEDURES & SPECIFICATIONS

Procedure:

- 1) Follow the cleaning specifications below. Check the box for each item completed and add the service date.
- 2) Keep an Afton employee timecard for actual time worked.
- 3) Sign your employee timecard and submit it with this completed cleaning agreement for the pay period ending on the 15th of the month and the last day of each month.

Specifications:

I. WEEKLY

Date of 1st Service _____ *Date of 2nd Service* _____ *Date of 3rd Service* _____

Trash/Recycling

- Empty all trash bins by taking plastic bags to the trash bin (outside NE chamber door). Replace bin liners.
- Empty contents of recycling bins into the recycling collection bin (outside NE chamber door).

Vacuuming

- Vacuum and remove spots from all carpeted areas. Properly position furniture.
- Vacuum all walk off/entry mats.

Cleaning/Disinfecting

- Disinfect and dust all hard table and counter surfaces.
- Damp mop all hard floor surfaces.
- Clean all entrance glass; remove smudges and fingerprints.
- Clean and disinfect all kitchen counters, tables, sinks, cabinet fronts and microwaves (inside and out).

Restrooms/Bathrooms

- Clean and polish metal paper towel, toilet paper, trash bins and soap dispensers and faucets.
- Clean all toilet and urinal partitions with a disinfectant.
- Clean and disinfect sinks, counters, toilet bowls and urinals.
- Clean all glass mirrors.
- Mop all restroom floors with a disinfectant.
- Restock all toilet paper, paper towels and hand soap.

II. MONTHLY *Date of Service* _____

- Dust & spot clean all fixtures and office furniture including desks, tables, counter tops & window ledges (including restrooms). Spot clean doors, door frames and light switches; spot clean walls.
- Dust all high and low horizontal surfaces and corners beyond the reach of normal dusting, including filing cabinets. Dust picture frames and all chairs and table legs.
- Dust or vacuum ceiling vents and wall vents.
- Clean and disinfect all telephones.

III. YEARLY *Date of Service* _____

- Remove screens and blinds. Clean outside with ammonia / soap solution and hose off; dry in sun.
- Clean storms and windows with an approved ammonia /soap solution.