

CLEANING SCHEDULE

AREAS / TASKS	Maui WIC Program DOH	WK (2x)	WK (1x)	MTHLY	QRTLY
OFFICES					
Trash containers – empty containers and replace liners as needed (PROVIDED BY CLIENT) Clean exterior of containers with disinfectant (AS NEEDED)		X			
Horizontal furniture surfaces – wipe/clean with disinfectant treated cloth		X			
Desk tops – spot clean all accessible area with disinfectant treated cloth		X			
Telephones – clean and sanitize		X			
Vacuum high traffic carpeted areas		X			
Hard floors – dust mop or sweep		X			
Hard floors – damp mop floors		X			
Entrance metal & glass, partitions and doors – spot clean to remove fingerprints/smudges. Clean metal handles and knobs with disinfectant		X			
Wall surfaces around light switches – spot clean with disinfectant		X			
Carpets – thoroughly vacuum getting into corners, along edges and beneath furniture			X		
Hard floors – dust mop or sweep thoroughly, getting into corners, along edges and beneath accessible furniture			X		
Hard floors – damp mop thoroughly with neutral cleaner, getting into corners, along edges and beneath furniture			X		
Wall-hung pictures – dust and straighten			X		
Baseboards and low vents – dust			X		
Windows – clean accessible interior/exterior windows and windowsills				X	
Blinds – dust				X	
Accomplish all high dusting (UP TO 8 FEET) , not reached in the previously mentioned tasks				X	
Clean AC filters every other month				X	
RESTROOMS					
Toilets and urinals – clean with a germicidal disinfectant		X			
Sinks – clean with a non-abrasive cleaner and disinfectant		X			
Door knobs/push plates – clean with a germicidal disinfectant		X			
Bright metal parts of fixtures – polish		X			
Mirrors – clean and polish		X			
Trash containers – empty containers and replace liners (PROVIDED BY CLIENT)		X			
Hand towel and soap dispensers – clean and replenish (PROVIDED BY CLIENT)		X			
Walls – spot clean to remove soap splashes, fingerprints/smudges		X			
Hard floors – sweep then mop with a detergent disinfectant solution		X			
Toilets and urinals – detail clean/scour with a germicidal disinfectant			X		
Sinks – detail clean with a non-abrasive cleaner and disinfectant			X		
Tile walls and partitions – clean and disinfect			X		
Partitions – spot clean (tops & sides) with a detergent disinfectant solution			X		
Ceiling vents and ledges that can be reached from the floor – dust				X	

