

Summit Country Day School						
Janitorial Scope of Work						
Hallways & Corridors	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
Clean all interior door glass, sills and adjacent glass	X					
Vacuum entrance, lobby, corridor rugs, mats and carpeted areas	X					
Damp mop hard surface floors with a neutral cleaner (Daily as needed)	X					
Empty all trash receptacles, replace liners as necessary	X					
Dust, polish wipe clean all applicable surfaces, doorknobs, furniture i.e., tables lamps, chairs, cabinets, counters, etc.	X					
Clean and sanitize all drinking fountains	X					
Machine Buff Hard Surface Floors			X			
Spot clean walls, doors, door casings (As Needed)			X			
Dust, vacuum and/or clean all baseboards			X			
Dust and/or vacuum all low-reach areas up to 72" from floor			X			
Clean and polish door thresholds, kick plates and push plates			X			
Dust and/or vacuum all HVAC vent covers and returns				X		
Offices/Classrooms	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
Empty all trash receptacles, replace liners as necessary	X					
Dust, polish wipe clean all applicable surfaces, doorknobs, furniture i.e., tables lamps, chairs, cabinets, counters, etc.	X					
Vacuum hard surface floor areas	X					
Spot clean hard surface floor areas (Daily as needed)	X					
Damp Mop hard surface floor areas		X				
Spot clean walls, doors, door casings (as needed)		X				
Clean desks (daily as needed)		X				
Dust, vacuum and/or clean all baseboards			X			
Dust and/or vacuum all low-reach areas up to 72" from floor			X			
Dust and/or vacuum all HVAC vent covers and returns				X		
Restrooms	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
Damp mop all hard surface floors with a neutral cleaner	X					
Empty all trash receptacles, replace liners as necessary	X					

Clean and disinfect countertops, urinals and toilets	X					
Restock paper products	X					
Polish any stainless steel fixtures	X					
Spot clean partitions	X					
Spot clean walls, doors, door casings		X				
Dust, vacuum and/or clean all baseboards		X				
Dust and/or vacuum all low-reach areas up to 72" from floor		X				
Clean thresholds, kick plates and push plates		X				
Remove cobwebs from ceilings, baseboards, and other fixtures		X				
Wipe down partitions and trash cans			X			
Dust and/or vacuum all HVAC vent covers and returns				X		
Cafeteria/Break Room	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
Dust mop hard surface floors	X					
Damp mop all hard surface floors with a neutral cleaner	X					
Empty all trash receptacles, replace liners as necessary	X					
Restock paper products	X					
Polish any stainless steel fixtures	X					
Wipe down all tabletops	X					
Spot clean walls, doors, door casings		X				
Dust, vacuum and/or clean all baseboards		X				
Dust and/or vacuum all low-reach areas up to 72" from floor		X				
Clean and polish doorknobs thresholds, kick plates and push plates		X				
Remove cobwebs from ceilings, baseboards, and other fixtures		X				
Dust and/or vacuum all HVAC vent covers and returns				X		
Gymnasiums	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
Empty all trash receptacles, replace liners as necessary	X					
Clean Bleacher Areas (as needed)	X					
Machine Scrub all hard surface floors with a neutral cleaner		X				
Periodic Services	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
Hard Surface Floor Strip and Wax						X
Hard Surface Scrub						X

