

Janitorial Service Specifications

Please contact Toccara Pearson at 501-907-2490 or toccara@aalrc.org with any questions.

The AALRC will:

- Be available to contact with questions/concerns
- Supply trash can liners, hand soap, paper towels, and toilet tissue
- Keep desk tops, counter tops, and table tops clear of papers and other items when they need to be thoroughly washed or polished.
- Leave a note if an extra service is needed
- Keep floors clear of boxes and other items for vacuuming

The AALRC expectations for the Cleaning Crew:

- Arrive by 5:30 pm each day, Monday – Friday.
- Do not smoke in building at any time
- Leave messages advising of any irregularities noted during service
- Report any unsafe conditions
- Turn off all lights except those required for security
- Make sure all entrances/exits are locked when leaving the building
- Do not clean in any area with a note attached to the door requesting that cleaning not be provided

General Cleaning – All 3 Floors/All Office Space

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| ➤ Clean entrance and partition glass, remove smudges | Daily |
| ➤ Spot clean doors, glass doors, frames, walls and switches | Daily |
| ➤ Empty trash cans and replace liners if needed | Daily |
| ➤ Take trash to the designated area | Daily |
| ○ Do not drag garbage bags on the floor | |
| ➤ Clean and sanitize drinking fountains/coolers | Daily |
| ➤ Wipe down all table tops | Daily |
| ➤ Clean and sanitize telephones | 1 per week |
| ➤ Clean glass doors on both sides | 1 per week |
| ➤ Dust and clean all surfaces, fixtures and office furniture | 1 per week |
| ➤ Dust ledges and window sills | 1 per week |
| ➤ Dust high & low in corners for cobwebs | 1 per month |
| ➤ Dust all Venetian blinds | 1 per month |
| ➤ Dust ceiling vents, light fixtures and picture frames | 1 per month |
| ➤ Vacuum and/or wipe fabric/leather/plastic furniture | 1 per month |

Floor Maintenance– All 3 Floors/All Office Space

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|-----------------------------|------------|
| ➤ Vacuum all carpeted areas | Daily |
| ○ This includes stairwells | |
| ➤ Detail vacuuming | 1 per week |

- Dust mop all hard surface floor areas Daily
- Spot mop for spills on all hard surface floor areas As Needed
- Damp mop all hard surface floor areas Daily

Kitchen / Break Area – All 3 Floors

- Clean and disinfect kitchen counters and tables Daily
- Clean kitchen sinks (load dish washer) Daily
- Clean and disinfect exterior of appliances Daily
- Restock kitchen paper and soap products Daily
- Empty out Ice Chests Daily
- Clean microwaves inside and outside 1 per week

Restrooms – All 3 Floors – 2 on each floor

- Clean and polish restroom dispensers and fixtures Daily
- Clean and disinfect sinks, toilets, and urinals Daily
- Spot clean tile walls and toilet partitions Daily
- Wash restroom floors with germicidal cleaner Daily
- Clean and polish restroom metal and mirrors Daily
- Restock restroom paper and soap products Daily
- Wash restroom partitions with germicidal cleaner Daily
- Clean and sanitize sanitary napkin dispensers Daily

Janitorial Closets– All 3 Floors

- Clean and arrange all equipment in janitors closet Daily

Closing the Building

- Turn off lights in each room Daily
 - Some lights are security features and will not turn off
- Check designated building and exit doors Daily
 - Make sure doors are shut and locked

Yearly Requests

- Deep Clean Carpets in December
- Strip and Wax kitchen floor on the third floor