

Minimum Cleaning Routine for City Hall

	Mop Front Hallway & Entryway	Sweep Front Hallway & Entryway	Sweep/Mop Back Hallway	Garbage	Bathrooms	Clean Kitchen/Wash Dishes/Clean Surfaces	Dust Office Surfaces- Counters/Wash Doorknobs	Wash Windows/Glass (inside)	Vacuum (entire office)	Other Misc. Duties as Attached
WEEK ONE										
<i>Day One</i>	X	X	X	X						
<i>Day Two</i>						X	X		X	
WEEK TWO										
<i>Day One</i>		X		X	X					
<i>Day Two</i>						X	X	X		
WEEK THREE										
<i>Day One</i>	X	X		X						
<i>Day Two</i>						X	X		X	
WEEK FOUR										
<i>Day One</i>		X		X	X					
<i>Day Two</i>						X	X		X	

Other Misc. Duties

Wipe Windowsills

Clean Dust from Air Vents

Empty Paper Shredder

Remove Cobwebs

Wash garbage cans if needed

Wax bathroom floors (twice a year)

Clean Garbage/Cigarette Cans by City Hall and Meeting Room Entrances

In lower level common areas, remove cobwebs and garbage

Winter

May be asked to mop Hallway/Entryway additional times, depending upon weather

Spring/Summer

May be asked to vacuum more frequently in Engineer Office

As Directed

The week prior to elections: (addtl \$50 per occurrence)

Wash Tile Floor in Entryway by meeting rooms

Wash Windows/Doors in Atrium

Vacuum Meeting Rooms day after election.

Remove Garbage and Recyclables