

Millington Arbela District Library Janitorial Scope of Work

Twice weekly

- Empty trash
- Clean drinking fountain
- Dust computer screens/keyboards
- Clean restrooms
- Clean glass in entryway
- Clean glass window in children's room
- Check lights (replace as needed)
- Clean front desk/computer areas/tables
- Vacuum
- Mop and vacuum entryway (tile)
- Sweep bathrooms and bathroom hall (mop tile if needed)
- Sweep breakroom (mop laminate if needed)
- Sweep Conference Room (mop laminate if needed)
- Sweep cement approach to front door

Weekly

- Dust: tops & bottoms of book shelves, front desk shelves, window sills, clock, conference room furniture, tables & chairs, back room counters, metal cabinets, etc.
- Vacuum upholstered furniture (including computer desk chairs)
- Clean children's tables & chairs
- Empty outdoor trash

Monthly

- Clean leather upholstered furniture
- Wash interior windows
- Wash the inside of exterior windows
- Dust each individual book shelf
- Polish furniture

Quarterly

- Wash outside of exterior windows
- Wash all baseboards

Bi-Annually

- Vacuum ceiling vents
- Wipe down doors