

**TYPICAL PRIVATE SCHOOL  
240 STUDENTS**

**WHERE WE'LL BE CLEANING**

**HOW OFTEN**

Outside Trash cans and all fountains	5 x/week
All Entrance ways, front and back	5 x/week
Reception Area	5 x/week
Administrative office area, a few individual offices	5 x/week
Copy Room	5 x/week
Library	5 x/week
Staff lounge	5 x/week
All Restrooms	5 x/week
Hallways	5 x/week
All Classrooms	5 x/week
Science Lab	5 x/week
Kindergarten area	5 x/week
Extended Care	5 x/week
Kitchen - floors and trash daily- once weekly disinfect counters and Appliance exteriors	5 x/week
Play structures and lot- keep tidy, use blower and rake for debris	5x/week
Janitorial Storage kept tidy	5x/ week

**WHAT WE'LL BE DOING**

**HOW OFTEN**

Exterior trash and fountains	5 x/week
Police front door approaches for debris	5 x/week
Police exterior of building for large debris	5 x/week
Clean entry way windows, doors, knobs, jambs, kickplates, entry area	5 x/week
Spot clean light switches, interior doors\frames, other accessible vertical surfaces	5 x/week
Clean all counter tops, free of grime and debris	5 x/week
Dust individual desks if papers are cleared ( not kids' desks)	5 x/week
Spot clean all other visible/accessible horizontal surfaces below 6 ft.	5 x/week
Dispose of waste and install new liners	5 x/week
Remove recycling, place in proper bins	5 x/week
Clean and disinfect water fountains	5 x/week
Dust/wipe public phones	5 x/week
Tidy and replace all furniture to proper position	5 x/week
Feather dust office furniture, file cabinets, credenzas, shelf décor	3 x/week
Feather dust all picture frames, low level light fixtures, wall hangings	3 x/week
Feather dust computer screens, keyboards, fax, copiers, other office equipment	3 x/week
Wipe down window sills	2x/month
Damp wipe baseboards and chair bases	2x/month
Feather dust window blinds	1x/month
Brush clean all air grills, vents\returns below 10 feet height with an extension rod	4x/year
Clean inside/outside of waste and recycling receptacles	As needed
Remove cobwebs	As needed

**MORE AREA SPECIFICS HARD FLOORS**

**HOW OFTEN**

Sweep or vacuum all traffic areas	5 x/week
Spot mop all traffic areas and check for spills- thorough mop weekly	5 x/week
Replace all moved furniture	5 x/week
Sweep corners, edges and non-traffic areas	1 x/week
Deck brush ceramic to thoroughly clean grout in restrooms	1x/month

**Strip, seal and wax hard flooring included during Christmas and Summer**

**CARPETS**

**HOW OFTEN**

Vacuum all traffic areas	5 x/week
Spot clean all areas, checking for fresh spills	5 x/week
Replace all moved furniture	5 x/week
Vacuum corners, edges, under desks and non-traffic areas with crevice tool	1 x/week
<b>Clean all carpet included during summer</b>	

**RESTROOMS**

**HOW OFTEN**

Clean vertical surfaces: walls, doors, and partitions	5 x/week
Disinfect counter tops, sinks	5 x/week
Detail: door handles, kickplates, light switches and dispensers	5 x/week
Clean and disinfect toilets	5 x/week
Polish all fixtures	5 x/week
Clean all mirrors, surrounding light bulbs	5 x/week
Dispose of waste and install new liners	5 x/week
Spot clean and/or shine any bright receptacles	5 x/week
Low dusting: baseboards, toilet bases and beneath sinks	5 x/week
Wet mop hard surface floors using fresh smelling disinfectant	5 x/week
Restock handsoaps and paper disposables	5 x/week
High dusting: air grills, ceiling fixtures, partition tops	1 x/week

**KITCHEN IN EXTENDED CARE**

**HOW OFTEN**

Floors and trash daily in Kitchen	5 x/week
Restock any paper disposables	5 x/week
Clean vertical surfaces: cabinets, appliances and walls ( near trash cans)	5 x/week
Wipe down exterior of appliances and counter tops	5 x/week
Clean and disinfect sink, faucet, surrounding counter	5 x/week
Wipe down inside of microwave	5 x/week

**GLASS**

**HOW OFTEN**

Clean entrance way doors glass and surrounding sidelights	5 x/week
Spot clean interior glass doors/glass partitions/mirrors/ interior sidelights	5 x/week

**SECURITY PRACTICES**

- Make sure all doors are locked.
- Disarm & arm security system
- Personnel have cell phones
- Work in a group, from one section to another using team method.

**COMMUNICATION IS KEY!**

- Complete checklist and check communication book each evening.
- We utilize various communication methods to assure highest quality is delivered:
  - Fluent, Experienced area managers checking work
  - Daily Log, Check list system, Service evaluation
  - Phone call check ups, Email communication, Owner visits
  - Evening team leader checks work daily. Communicates with crew/management daily.

## **MATERIALS AND EQUIPMENT**

Wessne's Janitorial, LLC provides all cleaning chemicals and all equipment

Equipment Utilized:

Vac Packs by Pro-Team. Ergonomic machines sit on user's hip.

Comes with Utility belt/tool attachments for ease of reaching under desks, high woodwork dusting

Also has upholstery attachment. Triple filter system assures exhaust is clean.

All disposable paper goods, liners, soap are not included. Client supplies inventory- we restock.

Wessne's Janitorial can manage your supply closet and make customized fax order forms