

Building List – Cleaning and Maintenance

Cicero Public Library

5225 West Cermak Road, Cicero, Illinois 60804

Responsibilities of the Contractor

Following are the cleaning instructions and schedule.

Library

Entrance(s), Lobby, Reception Area

Daily:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point.
2. Vacuum walk off mats and traffic lanes.
3. Dust mop hard surface floors.
4. Wipe down all phone receivers.
5. Damp mop floors (winter season only).

Weekly:

6. Squeegee both sides of glass doors removing prints and smudges; wipe frames.
7. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
8. Spot treat soiled carpet areas.
9. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
10. Vacuum all carpeting.

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.
4. Wipe down all furniture with Oil Murphy (or equivalent).

Quarterly

1. Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides. Damp wipe all window/glass frames (Weather permitting)
2. Wipe down all baseboards.
3. Wash off all mats.

Hallways/Stairways

Daily:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point.
2. Vacuum traffic lanes.
3. Dust mop all hard surface floors.

Weekly:

1. Spot wipe partition glass removing prints and smudges
2. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and all manner of furnishings.
3. Clean drinking fountain(s) or water cooler(s) removing watermarks and splashes on sides, fronts and surrounding walls.
4. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
5. Spot treat soiled carpet areas.
6. Wipe down elevator walls, doors, buttons, sweep and vacuum.

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.
2. Spot wipe walls, light switches and doors removing finger prints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.
4. Wipe down all furniture with Oil Murphy (or equivalent).

Quarterly

1. Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides. Damp wipe all window/glass frames (Weather permitting)
2. Wipe down all baseboards.

General Offices, Conference/Training Room, Work Areas

Daily:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point.
2. Vacuum traffic lanes.
3. Wipe down all phone receivers.

Weekly:

1. Thoroughly dust all horizontal and vertical surfaces, including desktops, files, windowsills, ledges, moldings, chair bases, telephones, computers, pictures, office furniture and all manner of furnishings.
2. Clean floors as needed.
3. Vacuum all carpeting.
4. Spot treat soiled carpet areas.

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.
4. Damp wipe telephones with disinfectant.
5. Wipe down all furniture with Oil Murphy (or equivalent).

Quarterly:

1. Thoroughly wash windows (interior and exterior) and partition glass on both sides. Damp wipe all window/glass frames (Weather permitting).
2. Wipe down all baseboards.

Restrooms

Daily:

1. Empty all trash and sanitary napkin receptacles, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point.
2. Stock towels, tissue, and hand soap. Wipe/polish dispensers as needed.
3. Toilets and urinals to be cleaned and sanitized inside and outside. Polish chrome.
4. Toilet seats to be wiped clean on both sides.
5. Remove splash marks from walls around basins.
6. Dust horizontal surfaces, including partitions, top of mirrors and frames. Clean and polish mirrors.
7. Damp mop hard surface floor.
8. Report any restroom repairs needed to the maintenance department.

Weekly:

1. Wipe all restroom partitions on both sides.
2. Scour and sanitize all basins. Polish chrome.
3. Pour fresh water down floor drains to refresh water in sewer line.
4. Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills.
5. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. Thoroughly scrub and rinse ceramic floors and wall tile.
2. Wipe down all baseboards.

Kitchenette Area

Daily:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point.
2. Wipe clean fronts, tops, and sides of trash receptacles.
3. Damp wipe counters, tables, and chairs.
4. Wipe down all phone receivers.

Weekly:

1. Stock and wipe/polish dispensers as needed.
2. Clean and sanitize sink.
3. Spot clean cabinets and exterior of appliances to present at neat appearance.
4. Clean interior of microwaves removing food particles and stains.
5. Dust mop hard surface floors.
6. Clean floors, taking care to get into corners, along edges and beneath furniture.
7. Wipe down counters, refrigerator, microwave, and under any appliance.

Monthly:

1. Spot wipe walls, light switches and doors removing fingerprints, smudges and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.
3. Wipe down pendent lights.

Quarterly:

1. Thoroughly wash windows (interior and exterior on ground level and partition glass on both sides. Damp wipe all window/glass frames. (Weather permitting).
2. Wipe down all baseboards.