**Janitorial Service**

**Lobby and Corridors**

<Daily Service>

1. Sweep and clean building entrances.
2. Remove smudges from entry door glass.
3. Polish all entry door handles, door plates and metal trim.
4. Wipe clean all glass, wood and metal doors and doorjambs.
5. Empty, wipe clean and polish all ashtrays.
7. Empty all trash receptacles. Clean receptacles a clean, damp cloth, and replace plastic liners.
8. Remove all debris from landscaping pots and planters. Report any thefts, broken pots or missing plants.
9. Clean and dust all horizontal surfaces less than seven feet from the floor.
10. Vacuum all carpeted areas completely and remove spots.
11. Dust-mop and wet-mop all non-carpeted flooring on the entry level.
12. Vacuum and spot-clean mats inside entrance doors.
13. Remove smudges and marks on walls, wall coverings, and any artwork that is securely framed behind class. Do not clean the surfaces of any artwork itself unless specifically instructed to do so.
14. Clean, polish, and straighten all furniture as needed.
15. Vacuum all upholstered furniture.
16. Wipe clean all exterior name-plates and room-number plates with a clean, soft cloth, using glass cleaner that is considered safe and not labeled as hazardous waste.
17. Wipe clean all fire extinguisher cabinets and glass. Report broken glass or missing extinguishers.
18. Clean and polish all elevator doors, jambs and button plates.
19. Clean wall lanterns and water fountains.
20. Dust and clean all lobby and corridor signage.
21. Report any burned-out lights.
22. Secure all doors and turn off lights as appropriate upon completion of work assignments

<Weekly Service>

1. Clean and polish all door handles and windowsills.
2. Dust and clean or polish all baseboards.
3. Spot-clean all carpeted areas.
4. Dust all ledges and exit signs.
5. Dust all horizontal surfaces more than seven feet above the floor.

<Monthly Service>

1. Clean all ceiling vents and grills.
2. Dust high ceiling corners in the entryway and elsewhere.
3. Dust and clean the interiors and exteriors of light fixtures and covers.
4. Clean and treat all wood paneling and furniture as requested.
5. Strip and wax or seal common area floors as necessary.
6. Shampoo carpets as necessary.
7. Dust and clean all fire extinguisher cabinet doors, inside and out.
8. Polish door floor plates.
9. Buff all tiles.

<Quarterly Service>

1. Shampoo all carpets.

**B. Offices**

※ Employees of the Contractor shall not enter personal offices in the absence of a KCC's member.

<Daily Service>

1. Remove smudges and marks from walls and doors.
2. Using a dustless mop, wet-mop all non-carpeted areas.
3. Vacuum and spot-clean carpets in all trafficked areas, removing staples and other debris.
4. Properly position furniture, books, and magazines in reception areas.
5. Properly position furniture in offices and conference rooms.
6. Blackboards should not be erased unless specifically requested.
7. Spot-clean all partition glass and mirrors.
8. Remove smudges and marks from light switch covers, electrical outlet cover plates and door handles.
9. Dust windowsills and ledges.
10. Dust all horizontal surfaces less than seven feet above the floor, including furniture and equipment EXCEPT desks, conference tables and counters on which there is paperwork. Paperwork should be left undisturbed.
11. Dust and all desk ornaments, phones and machines and replace them in their original positions.
12. Clean furniture fabric with a whiskbroom to sweep off any dust, paper bits, and eraser debris as needed. Remove all staples.
13. Empty all wastebaskets and carry trash to designated areas.
14. Wipe down trash receptacles and replace liners as needed.
15. Empty large recycling bins from offices into separate containers, to be disposed of into specially designated recycling dumpsters.
16. Remove other items designated as trash, such as cardboard boxes.

17. Report all burned-out lights.
18. Before leaving any suite, shut of flights and electrical appliances (but NOT computers), close drapes and blinds. Close doors, but DO NOT lock interior doors unless specifically requested.

<Weekly Service>

1. Damp wipe all interior doors with a treated cloth.
2. Polish desktops that are cleared of paperwork.
3. Dust all ledges, files, baseboards, and sills less than seven feet above the floor.
4. Vacuum all upholstered furniture and wipe clean all vinyl furniture.
5. Dust the bottom sections of furniture such as desk chairs and desks.

<Monthly Service>

1. Completely clean all partitions and doors, doorjambs, door floor plates, glass mirrors, from floor to ceiling.
2. Dust all ledges, wall moldings, framed pictures, shelves, etc., less than seven feet from the ceiling. DO NOT touch the surface of art directly, but clean the glass if art is behind class.
3. Wipe down blinds with treated duster.
4. Brush, clean, and vacuum all vents and grills.
5. Strip, clean and apply floor dressing to all composite, hardwood and parquet floors.
6. Clean desks and office furniture.
7. Dust and clean all light fixtures and covers.
8. Clean all baseboards.
9. Vacuum chairs and upholstered furniture.

<Semiannual Service>

1. Shampoo all carpets.
2. Dust all venetian blinds.

**C. Lavatories**

<Daily Service>

1. Janitor carts may not be brought into restrooms or used to prop open doors. Restroom doors will be propped open with a rubber stop, and a sign will be placed outside indicating that the restroom closed for cleaning.
2. Dust and clean restroom signage and doors.
3. Vacuum all restroom vestibules and remove spots.
4. Wet-mop and disinfect tile floors, paying particular attention to areas under urinals and toilet bowls.
5. Clean alkaline deposits and soap spills from floor-tile grout.

6. Wash and disinfect all basins, urinals, and toilet bowls.
7. Clean underside rims of urinals and toilet bowls.
8. Wash both sides of toilet seats with soap and water and disinfect.
9. Empty, clean, sanitize, and polish all paper dispensers, replenishing supplies as necessary.
10. Clean and polish all mirrors.
11. Dust ledges and baseboards.
12. Damp-wipe, polish, and shine all chrome and metal fixtures, hand plates, kick plates, utility covers, plumbing, and doorknobs.
13. Spot-clean with disinfectant all partitions and tile walls. Report any graffiti and remove if possible.
14. Fill all toilet seat cover, toilet tissue, soaps, sanitary napkin, and towel dispensers as necessary.
15. Report all burned-out lights, leaking faucets, running plumbing, or other maintenance problems

<Weekly Service>

1. Wash and disinfect all waste containers.
2. Clean and polish all doors, doorplates, and hardware.

<Quarterly Service>

1. Buff and disinfect all tiles.

**D. Elevators**

<Daily Service>

1. Vacuum and clean all spots and stains from carpets.
2. Dust and polish all metals with approved polish (no abrasives).
3. Damp-wipe and remove all smudges and marks from doors and walls, interior and exterior.
4. Dust and clean elevator ceiling and lights.
5. Remove gum, stains and debris from ceilings, handrails and elevator tracks.
6. Dust, disinfect and clean emergency phone and security compartments.
7. Clean all call buttons, call plates, and signage.
8. Report any burned-out lights or elevator malfunctions.
9. Clean and polish elevator tracks.

<Monthly Service>

1. Shampoo all carpets.

**E. Stairwells**

<Daily Service>

1. Check all stairwells, removing all trash, cigarette butts, etc.
2. Report any burned-out lights or exit signs.

<Weekly Service>

1. Sweep all stairs and landings.
2. Dust all handrails, banisters, and ledges.
3. Clean all smudges and marks from the walls.
4. Dust and clean all stairwell signage

<Monthly Service>

1. Wipe clean all stairwell doors and door jambs.
2. Wet-mop all stairs and landings. Clean baseboards if necessary. 3. Dust and clean all lights and fixtures.
4. Dust and clean all emergency fire equipment and plumbing.

**F. Windows**

<Daily Service>

1. Spot-clean interior glass partitions, transoms and interior doors.

<Monthly Service>

1. Thoroughly clean interior glass partitions, transoms and interior doors.

<Biannual Service>

1. outside glass wall

<Annual Service>

1. Atrium wood panel clean

**G. Snow Removal**

1. Snow removal services will be provided at all times when the Contractor's employees are on site. When snowfall stops and sidewalks have been completely cleared, salt will be applied to the affected areas as needed to prevent icing. Remove ice and icicles

**H. Handyman and Day Porter Services**

(Optional - KCC can terminate anytime with no penalty)

1. Monitor all public areas and restrooms, refilling dispensers as needed.
2. Hose (weather permitting) or sweep sidewalks daily and monitor periodically throughout the day.

3. Remove smudges and marks from entrance doors, elevators and all public doors in the main lobby on a continuous basis throughout the day.
4. Perform such other duties as may from time to time be assigned by the Owner's designated representative, consistent with customary day porter services.

The Contractor will furnish a handyman to perform services including but not limited to:

1. Replacement of light bulbs
2. Furniture assembly
3. Changing air conditioning filters
4. Small painting jobs
5. Repair of doors
6. Repair of flush meters
7. Repair of soap dispensers
8. Other minor repair work
9. Other porter service requested by staff

**I. Garden**

**J. Theater**

**■ Theater**

**(1) Seats**

**(2) Floor**

**(3) Carpets**

**(4) Ceilings**

**(5) Walls**

**(6) Stage Area**

**■ Lobby Area (B1 Level)**

**(1) Coat Check**

<Daily Service>

1. Sweep and clean the entrance.
2. Using a dustless mop, wet-mop all non-carpeted areas.
3. Remove smudges and marks from light switch covers, electrical outlet cover plates and door handles.
4. Wipe and polish all horizontal surfaces less than seven feet from the floor including coat racks.
5. Vacuum all carpeted areas completely and remove spots.
6. Clean, polish, and straighten all furniture as needed.
7. Vacuum all upholstered furniture.

8. Clean furniture fabric with a whiskbroom to sweep off any dust, paper bits, and eraser debris as needed. Remove all staples.
9. Empty all wastebaskets and carry trash to designated areas.
10. Wipe down trash receptacles and replace liners as needed.
11. Remove other items designated as trash, such as cardboard boxes.
12. Dust and all desk ornaments, phones and machines and replace them in their original positions.

<Monthly Service>

1. Brush, clean, and vacuum all vents and grills.
2. Dust high ceiling corners in the entryway and elsewhere.
3. Dust and clean the interiors and exteriors of light fixtures and covers.
4. Clean and treat all wood paneling and furniture as requested.
5. Strip and wax or seal common area floors as necessary.
6. Shampoo carpets as necessary.
7. Dust and clean all fire extinguisher cabinet doors, inside and out.
8. Polish door floor plates.
9. Buff all tiles.

<Quarterly Service>

1. Shampoo all carpets.

**(2) Floors/Walls/Entrance Doors**

Please see section A. Lobby and Corridors

**■ Backstage/Corridor Area (B2 Level)**

Please see section A. Lobby and Corridors

**■ Dressing Room**

<Daily Service>

1. Sweep and clean the entrance.
2. Using a dustless mop, wet-mop all non-carpeted areas.
3. Remove smudges and marks from light switch covers, electrical outlet cover plates and door handles.
4. Wipe and polish all horizontal surfaces less than seven feet from the floor including furniture, counters, phones and so on.
5. Vacuum all carpeted areas completely and remove spots.
6. Clean, polish, and straighten all furniture as needed.
7. Vacuum all upholstered furniture.

8. Clean furniture fabric with a whiskbroom to sweep off any dust, paper bits, and eraser debris as needed. Remove all staples.
9. Empty all wastebaskets and carry trash to designated areas.
10. Wipe down trash receptacles and replace liners as needed.
11. Remove other items designated as trash, such as cardboard boxes.
12. Dust and all desk ornaments, phones and machines and replace them in their original positions.
13. Report all burned-out lights.
14. Before leaving, shut of flights and electrical appliances (but NOT computers). Close doors, but DO NOT lock interior doors unless specifically requested.

<Weekly Service>

1. Damp wipe all interior doors with a treated cloth.
2. Polish tables that are cleared of paperwork.
3. Dust all ledges, files, baseboards, and sills less than seven feet above the floor.
4. Vacuum all upholstered furniture and wipe clean all vinyl furniture.
5. Dust the bottom sections of furniture such as desk chairs and desks.
6. Polish mirrors.

<Monthly Service>

1. Completely clean all partitions and doors, doorjambs, door floor plates, glass mirrors, from floor to ceiling. Dust all ledges, wall moldings, framed pictures, shelves, etc.
1. Brush, clean, and vacuum all vents and grills.
2. Dust high ceiling corners in the entryway and elsewhere.
3. Dust and clean the interiors and exteriors of light fixtures and covers.
4. Clean and treat all wood paneling and furniture as requested.
5. Strip and wax or seal common area floors as necessary.
6. Shampoo carpets as necessary.
7. Dust and clean all fire extinguisher cabinet doors, inside and out.
8. Polish door floor plates.
9. Buff all tiles.

<Quarterly Service>

1. Shampoo all carpets.

■ **Greenroom**

<Daily Service>

1. Sweep and clean the entrance.
2. Using a dustless mop, wet-mop all non-carpeted areas.

3. Remove smudges and marks from light switch covers, electrical outlet cover plates and door handles.

4. Wipe and polish all horizontal surfaces less than seven feet from the floor including furniture, counters, phones and so on.

5. Vacuum all carpeted areas completely and remove spots.

6. Clean, polish, and straighten all furniture as needed.

7. Vacuum all upholstered furniture.

8. Clean furniture fabric with a whiskbroom to sweep off any dust, paper bits, and eraser debris as needed. Remove all staples.

9. Empty all wastebaskets and carry trash to designated areas.

10. Wipe down trash receptacles and replace liners as needed.

11. Remove other items designated as trash, such as cardboard boxes.

12. Dust and all desk ornaments, phones and machines and replace them in their original positions.

13. Report all burned-out lights.

14. Before leaving, shut of flights and electrical appliances (but NOT computers). Close doors, but DO NOT lock interior doors unless specifically requested.

<Weekly Service>

1. Damp wipe all interior doors with a treated cloth.

2. Polish tables that are cleared of paperwork.

3. Dust all ledges, files, baseboards, and sills less than seven feet above the floor.

4. Vacuum all upholstered furniture and wipe clean all vinyl furniture.

5. Dust the bottom sections of furniture such as desk chairs and desks.

6. Polish mirrors.

<Monthly Service>

1. Completely clean all partitions and doors, doorjambs, door floor plates, glass mirrors, from floor to ceiling. Dust all ledges, wall moldings, framed pictures, shelves, etc.

1. Brush, clean, and vacuum all vents and grills.

2. Dust high ceiling corners in the entryway and elsewhere.

3. Dust and clean the interiors and exteriors of light fixtures and covers.

4. Clean and treat all wood paneling and furniture as requested.

5. Strip and wax or seal common area floors as necessary.

6. Shampoo carpets as necessary.

7. Dust and clean all fire extinguisher cabinet doors, inside and out.

8. Polish door floor plates.

9. Buff all tiles.

<Quarterly Service>

1. Shampoo all carpets.

**■ Mechanical Rooms (B2 Level)**

<Daily Service>

1. Sweep and clean the entrance.
2. Using a dustless mop, wet-mop all non-carpeted areas.
3. Remove smudges and marks from light switch covers, electrical outlet cover plates and door handles.
4. Wipe and polish all horizontal surfaces less than seven feet from the floor except all the mechanical equipments.
5. Vacuum all carpeted areas completely and remove spots.
6. Clean, polish, and straighten all furniture as needed.
7. Vacuum all upholstered furniture.
8. Clean furniture fabric with a whiskbroom to sweep off any dust, paper bits, and eraser debris as needed. Remove all staples.
9. Empty all wastebaskets and carry trash to designated areas.
10. Wipe down trash receptacles and replace liners as needed.
11. Remove other items designated as trash, such as cardboard boxes.

<Monthly Service>

1. Brush, clean, and vacuum all vents and grills.
2. Dust high ceiling corners in the entryway and elsewhere.
3. Dust and clean the interiors and exteriors of light fixtures and covers.
4. Clean and treat all wood paneling and furniture as requested.
5. Strip and wax or seal common area floors as necessary.
6. Shampoo carpets as necessary.
7. Dust and clean all fire extinguisher cabinet doors, inside and out.
8. Polish door floor plates.

**■ Lavatories (Restrooms on Backstage level and inside the Greenroom)**

Please see section C. Lavatories.

**K Gallery**

<Daily Service>

1. Sweep and clean gallery floor
2. Wipe clean all glass, including outside of the garden.

<Monthly Service>

1. Clean all ceiling vents and grills.

2. Dust high ceiling corners in the entryway and elsewhere.
3. Dust and clean the interiors and exteriors of light fixtures and covers.
4. Strip and wax or seal common area floors as necessary.

**L. Library**

DAILY LIBRARY CLEANING SCHEDULES

• Entrances

Make sure entrances are clear of trash and debris. Sweep floors, and polish entryway glass doors and partitions.

• Reading Areas

Wipe down all tables and chairs. Straighten up materials and displays. Empty trash cans and pick up trash on floors or table tops.

• Circulation Desk

Sanitize keyboard and phone touchpoints. Wipe down all surfaces and empty trash.

• Office

Empty trash cans. Gently dust/wipe down desks taking precaution to not move any papers.

• Bathrooms

Clean and sanitize sinks, fixtures, countertops, toilets and all touchpoints. Sweep floors, refill towel and soap dispensers and empty trash.

WEEKLY LIBRARY CLEANING JOBS

Vacuum carpets at least once a week. Dust surfaces throughout the library and polish windows. Give these areas extra attention on a weekly basis.

• Entrances

Clean outside and inside entrance floor mats, and inspect for tripping hazards. Polish door hardware, dust window sills and wipe down baseboards.

• Reading Areas

Polish wood surfaces. Check furnishings for damage or wear. Make sure flooring and carpets are in good condition.

• Stacks and Book Collections

Closely inspect shelves for signs of insect or rodent droppings, and report

suspected pest activity. Check adjacent walls and ceilings for dampness and mold.

• Circulation Desk, Office
Clean office furniture and inspect fabrics for tears and stains. Wipe down window sills, door frames and baseboards.

• Bathrooms
Clean areas under sinks, and scrub walls and floors behind toilets. Polish stall walls, doors, fixtures and mirrors.

MONTHLY LIBRARY CLEANING ROUTINES
Dust light bulbs, light fixtures and ceiling fans throughout the library. Polish windows inside and out. Give the following areas additional attention.

• Bathrooms
Deep-clean tile and grout on counters, walls and floors. Inspect floor and sink drains for clogs. Look under sinks and behind toilets for dampness or mold growth.

BI-ANNUAL LIBRARY CLEANING PROJECTS
Take care of building-wide duct cleaning twice a year. This important project minimizes the impact of dust on books, and it helps protect library visitors and staff from unhealthy airborne mold spores.

Treat hardwood floors to deep-cleaning, buffing and waxing. Steam-clean carpets with special attention to high-traffic areas. Consider stain-resistant treatments for carpets.

**M. Kitchen**

**<Daily Service>**

1. Sweep, clean, and dust-mop and wet-mop the kitchen floor.
2. Remove smudges and marks from glass wall, door, counter top, and appliances.
3. Clean all sinks and faucet areas.
4. Clean all ceiling vents and grills.
5. Dust and clean all light fixtures and covers.
6. Spot-clean mirror and monitor
7. Damp-wipe, polish, and shine all chrome and metal fixtures, utility covers, plumbing, and doorknobs.
8. Empty and wipe down all wastebaskets, and replace plastic liners, and carry trash to designated areas.

9. Remove other items designated as trash, such as cardboard boxes.
10. Remove smudges and marks from light switch covers, electrical outlet cover plates and door handles.
11. Clean, wipe and properly position all furniture as needed.
12. Report any burned-out lights.
13. Before leaving the room secure all doors and turn off lights and electrical appliances.

**** On the day of the event, all services will be processed after the event is ended!**

**<Weekly Service>**

1. Clean all ceiling vents and grills.
2. Dust high ceiling corners in the entryway and elsewhere.
3. Dust and clean the interiors and exteriors of light fixtures and covers.

** Strip and seal common area floors as necessary.*

** Buff all tiles.*

**N. Seminar room**

<Daily Service>

1. Remove smudges and marks from walls and doors.
2. Using a dustless mop, wet-mop all non-carpeted areas.
3. Vacuum and spot-clean carpets in all trafficked areas, removing staples and other debris.
4. Properly position desk, chair, and podium.
5. Wipe surface of whiteboard with a clean cloth moistened with warm water.
6. Wipe surface of whiteboard dry with a clean cloth.
7. Spot-clean all partition glass and mirrors.
8. Remove smudges and marks from light switch covers, electrical outlet cover plates and door handles.
9. Dust windowsills and ledges.
10. Dust all horizontal surfaces less than seven feet above the floor, including furniture and equipment EXCEPT desks, conference tables and counters on which there is paperwork. Paperwork should be left undisturbed.
11. Dust and all desk ornaments, phones and machines and replace them in their original positions.
12. Clean furniture fabric with a whiskbroom to sweep off any dust, paper bits, and eraser debris as needed. Remove all staples.
13. Empty all wastebaskets and carry trash to designated areas.
14. Wipe down trash receptacles and replace liners as needed.
15. Empty large recycling bins from offices into separate containers, to be disposed of into specially designated recycling dumpsters.
16. Remove other items designated as trash, such as cardboard boxes.

17. Report all burned-out lights.
18. Before leaving any suite, shut of flights and electrical appliances (but NOT computers), close drapes and blinds. Close doors, but DO NOT lock interior doors unless specifically requested.
19. Locate all desks and chairs in the designated place.
20. Locate whiteboard markers, eraser, and other related items in the designated place.

<Weekly Service>

1. Damp wipe all interior doors with a treated cloth.
2. Polish desktops that are cleared of paperwork.
3. Dust all ledges, files, baseboards, and sills less than seven feet above the floor.
4. Vacuum all upholstered furniture and wipe clean all vinyl furniture.
5. Dust the bottom sections of furniture such as desk chairs and desks.
6. Wipe surface of whiteboard with a clean cloth moistened with a whiteboard cleaner.
7. Wipe surface of whiteboard dry with a clean cloth.

<Monthly Service>

1. Completely clean all partitions and doors, doorjambs, door floor plates, glass mirrors, from floor to ceiling.
2. Dust all ledges, wall moldings, framed pictures, shelves, etc., less than seven feet from the ceiling. DO NOT touch the surface of art directly, but clean the glass if art is behind class.
3. Wipe down blinds with treated duster.
4. Brush, clean, and vacuum all vents and grills.
5. Strip, clean and apply floor dressing to all composite, hardwood and parquet floors.
6. Clean desks and office furniture.
7. Dust and clean all light fixtures and covers.
8. Clean all baseboards.
9. Vacuum chairs and upholstered furniture.

<Semiannual Service>

1. Shampoo all carpets.
2. Dust all venetian blinds.