JANITORIAL CLEANING CHART

Commercial Cleaning Tasks

Offices

M T W T F

Mop the floors					
2. Clean the glass windows					
3. Sanitize door handles		_			
4. Empty the trash cans					~
5. Dust the furniture					
6. Sanitize the telephones		~			
7. Vacuum the surfaces					~
8.					
9.					
10.					
Washrooms	DVI		W	100 miles	
Washrooms	M		W		F
1. Mop the floors					~
	~	~		•	
1. Mop the floors					
Mop the floors Sanitize each cubicle					
Mop the floors Sanitize each cubicle Sanitize each cubicle					
1. Mop the floors 2. Sanitize each cubicle 3. Sanitize each cubicle 4. Empty the trash cans					
1. Mop the floors 2. Sanitize each cubicle 3. Sanitize each cubicle 4. Empty the trash cans 5. Wipe the mirror		~			
1. Mop the floors 2. Sanitize each cubicle 3. Sanitize each cubicle 4. Empty the trash cans 5. Wipe the mirror 6. Sanitize the door handles		~			
1. Mop the floors 2. Sanitize each cubicle 3. Sanitize each cubicle 4. Empty the trash cans 5. Wipe the mirror 6. Sanitize the door handles 7. Refill the hand soaps and tissue papers		~			

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DJ Losen

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