



SERVICE SPECIFICATIONS		WORK SCHEDULE				THE PLACE FOR CHILDREN WITH AUTISM		
ENHANCED CLEANING - COVID 19 Prevention & Preparedness (where applicable)		5x wk	Weekly	Bi-weekly	Monthly	Upon Request	Quarterly	As needed
High touch points	Sanitize and disinfect	x						
Door handles, doorknobs and push plates	Sanitize and disinfect	x						
Countertops, tables	Sanitize and disinfect	x						
Light switches	Sanitize and disinfect	x						
Desk tops	Sanitize and disinfect	x						
Phones	Sanitize and disinfect	x						
Exterior appliances	Sanitize and disinfect	x						
Cleared furniture (shelving)	Sanitize and disinfect	x						
Arm rest	Sanitize and disinfect	x						
Electronics (keyboards, mouse, phones, printers)	Sanitize and disinfect	x						
Monitors	Sanitize and disinfect	x						
Wall touch points	Sanitize and disinfect	x						
Furniture in public areas	Sanitize and disinfect	x						
Reception : (where applicable)		5x wk	Weekly	Bi-weekly	Monthly	Upon Request	Quarterly	As needed
Hard Surface Floors	Dust mop & mop w/Germicidal Cleaner	x						
Desks/Credenzas	Horizontal surface wiped and sanitized	x						
Carpet	Vacuum	x						
Wastebaskets	Empty & Replace liners	x						
Telephones	Damp wipe & sanitize	x						
Wall Hangings	Dust		x					
Vents / reachable fixtures	Dust under 10ft		x					
	Dust over 10ft (where reachable with extention)				x			
Corners & Ceiling	Cobwebs, detail		x					
Dispensers	Clean & Sanitize	x						

Therapy Rooms/Classrooms: (where applicable)		5x wk	Weekly	Bi-weekly	Monthly	Upon Request	Quarterly	As needed
Floors (hard surfaced)	Dust mop & mop w/Germicidal Cleaner	x						
Counters / Horizontal Surface	Clean & sanitize	x						
Sink	Clean & sanitize	x						
Wastebaskets	Empty and replace liner	x						
Carpet	Vacuum	x						
Vents / reachable fixtures	Dust under 10ft		x					
	Dust over 10ft (where reachable with extention)		x					
Corners & Ceilings	Cobwebs, detail		x					
Movable fixture	Clean behind				x			
Dispensers	Clean & Sanitize	x						
Activity Room: (where applicable)		5x wk	Weekly	Bi-weekly	Monthly	Upon Request	Quarterly	As needed
Floors (hard surfaced)	Dust mop & mop w/Germicidal Cleaner	x						
Counters / Horizontal Surface	Clean & sanitize	x						
Sink	Clean & sanitize	x						
Wastebaskets	Empty and replace liner	x						
Carpet	Vacuum	x						
Vents / reachable fixtures	Dust under 10ft		x					
	Dust over 10ft (where reachable with extention)		x					
Corners & Ceilings	Check for cobwebs		x					
Movable fixture	Clean behind				x			
Dispensers	Clean & Sanitize	x						
Office: (where applicable)		5x wk	Weekly	Bi-weekly	Monthly	Upon Request	Quarterly	As needed
Hard Surface Floors	Dust mop & mop w/Germicidal Cleaner	x						
Desks/Credenzas	Horizontal surface wiped and sanitized	x						
Carpet	Vacuum	x						
Wastebaskets	Empty & Replace liners	x						
Telephones	Damp wipe & sanitize	x						

Wall Hangings	Dust		x					
	Dust under 10ft		x					
Vents / reachable fixtures	Dust over 10ft (where reachable with extention)					x		
Corners & Ceiling	Cobwebs		x					
Restrooms: (where applicable)		5x wk	Weekly	Bi-weekly	Monthly	Upon Request	Quarterly	As needed
Floors (hard surfaced)	Dust mop & mop w/Germicidal Cleaner	x						
Wastebaskets	Empy & Replace Liner	x						
Doors & Frames	Spot Clean	x						
Light Switches	Spot Clean	x						
Sinks	Clean & Disinfect	x						
Metal & Bright Work	Clean, disinfect & Polish	x						
Mirrors	Clean	x						
Vents/Diffusers/Base Heater	Dust/ dust over 10ft (where reachable with extention)		x					
Partitions/tile walls	Spot clean and disinfect		x					
Corners & Ceilings	Check for cobwebs		x					
Dispensers	Clean & Sanitize	x						
Supplies	Refill Dispensers	x						
Breakroom: (where applicable)		5x wk	Weekly	Bi-weekly	Monthly	Upon Request	Quarterly	As needed
Floors (hard surfaced)	Dust mop & wet mop w/Germicidal Cleaner	x						
Wastebaskets	Empy & Replace Liner	x						
Doors & Frames	Spot Clean	x						x
Light Switches	Spot Clean	x						x
Sinks	Clean & Disinfect	x						
Tables	Clean & Disinfectant Tops	x						
	Dust under 10ft		x					
Vents / reachable fixtures	Dust over 10ft (where reachable with extention)		x					
Dispensers	Clean & Sanitize	x						
Supplies	Refill Dispensers	x						
Corners, edges & Ceilings	Check for cobwebs, detailed		x					

Stairs & landing (Rubber): (where applicable)		5x wk	Weekly	Bi-weekly	Monthly	Upon Request	Quarterly	As needed
Staircase	Police for trash or spill	x						
	Sweep & Damp Mop for spills		x					
	Dusting of rails		x					
Conference Room: (where applicable)		5x wk	Weekly	Bi-weekly	Monthly	Upon Request	Quarterly	As needed
Hard Surface Floors	Sweep and wet mop all flooring with approved germicidal detergent solution	x						
Carpet	Vacuum	x						
Wastebaskets	Empty & Replace liners	x						
Horizontal Surfaces	Damp wipe & disinfect	x						
Vents/Diffusers/Ceiling Fan	Dust under 10ft		x					
	Dust over 10ft				x			
Corners & Ceiling	Check for Cobwebs	x						
Dispensers	Clean & Sanitize	x						
Windows	Spot Clean	x						
Janitor Closet: (where applicable)		5x wk	Weekly	Bi-weekly	Monthly	Upon Request	Quarterly	As needed
Floors (hard surfaced)	Sweep		x					
	Damp mop				x			
Equipment & Supplies	Organize, clean, labeled	x						
Miscellaneous: (where applicable)		5x wk	Weekly	Bi-weekly	Monthly	Upon Request	Quarterly	As needed
Report building problems								x
Report when supplies need to be ordered								x