

Schedule of Services

1. Daily Services shall include:
 - a. Clean sinks, toilets and fixtures
 - b. Sweep hard surfaces
 - c. Vacuum carpeted areas
 - d. Wet-mop floors
 - e. Dust furniture and equipment
 - f. Empty all waste containers
 - g. Clean and fill soap dispensers
 - h. Provide paper towel and toilet paper supplies
 - i. Spot clean walls

2. Weekly Services shall include:
 - a. Spot wash walls, doors, woodwork and partitions
 - b. Dust ledges, window sills, woodwork, light fixtures, air conditioning/heating vents and other areas where dust may collect; and
 - c. Clean all mirrors and other glass areas

3. Monthly Services shall include:
 - a. Clean, dust, vacuum, damp clean lights, ceiling, blinds, vents, shades curtains, sills, and windows
 - b. Burnish all tile floors

4. Quarterly Services shall include:
 - a. Clean, dust, and damp clean HVAC Vents

4. Semi-Annual Services shall include:
 - a. Shampoo all carpet areas
 - b. Clean upholstered furniture and other miscellaneous furniture and surfaces
 - c. Strip, refinish, and buff floors
 - d. Clean interior/exterior windows

TASK AND FREQUENCY CHARTS

Restrooms	Daily	Weekly	Monthly	Semi-Annually	Annually	As Needed
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Clean/disinfect floors	X					
Clean mirrors	X					
High dusting	X					
Clean/disinfect toilets, urinals, sinks, commodes	X					
Clean/disinfect clean walls and stalls	X					
Refill dispensers (toilet paper, paper towels, soap)						X

All other space	Daily	Weekly	Monthly	Semi-Annually	Annually	As Needed
VCT/Ceramic tile floors -Mop with disinfectant cleaner	X					
Clean/disinfect floors	X					
Clean cove base						X
Strip and wax tile floors						X
Top scrub and recoat						X
Buff tile floors		X				
High dusting		X				
Clean/disinfect sinks	X					
Refill dispensers (soap/paper)						X

Clean Glass	Daily	Weekly	Monthly	Semi-	Annually	As
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				Annually		Needed
Interior window glass			X			X
Exterior/Interior glass doors		X				X
Other exterior glass			X			X

Miscellaneous Items	Daily	Weekly	Monthly	Semi-Annually	Annually	As Needed
Clean/disinfect horizontal surfaces, including tables, cabinets, work surfaces	X					
Spot clean vertical surfaces		X				
Clean Furniture			X			X
Clean Chairs/Seating			X			X
Clean Plants/Decorative objects			X			X
Trash Cans – empty and replace liners	X					
Trash cans cleaned with disinfectant cleaner			X			
Clean/Disinfect door handles and light switches	X					
Light fixtures	Remove any debris (such as insects) when present					

Carpeting	Daily	Weekly	Bi-Monthly	Semi-Annually	Annually	As Needed
Vacuum and spot clean	X					
Clean/Shampoo Carpet					X	X

Canteen: Clean/Disinfect	Daily	Weekly	Bi-Monthly	Semi-Annually	Annually	As Needed
Entrees & Side Areas:						

Steam Table	X					
Food Warmer	X					
Floor & Walls	X					
Garbage Cans		X				
Bistro Area:						
Steam Table	X					
Three Drawer Warmer Unit	X					
Fryers (just outside food surfaces)	X					
Floors & Walls	X					
Deli Area:						
Cold Table (under counter refrigerator, counter front, sneeze guard tray slide)	X					
Trash Cans		X				
Utility Carts	X					
Hand Sink	X					
Kitchen Area:						
Oven Tables (2)	X					
Warmers (2)	X					
Work Tables (8)	X					
Range/Stove	X					
Sink	X					
Walls by the sink		X				
Soap/sanitizer dispenser	X					
Garbage Cans		X				
Eye Station						X
Utility Carts	X					
Floor/Walls	X					
Hood Filters		X				
Dish Room:						
Pot & Pan Rack (serving utensils)	X					
Garbage Cans		X				
Sink	X					
Walls by the sink	X					

Soap/sanitizer dispenser	X					
Dishwasher machine	X					
Chemical Room floor/walls	X					
Pizza Area:						
Oven (pizza display case)	X					
Pizza Counter underneath display(table, prep table, pizza pan racks (2) hood filters)	X					
Beverage Island:						
Beverage Counter Top, front, drains, under storage, tray, slides	X					
Soda Dispenser	X					
Coffee Maker	X					
Grab & Go Stop Unit/Counter	X					
Soup Station (holding pots)	X					
Wall on top of Brewers	X					
Food Court:						
Booths/booth legs and tables		X				
Glass Dividers	X					
Tray Dispenser	X					
Trash Cans		X				
Cash Registers tray lines (legs)		X				
Outside Hallway Area:						
Floors	X					
Doors	X					

Nutrition and Food Services: Clean/Disinfect	Daily	Weekly	Bi-Monthly	Semi-Annually	Annually	As Needed
Tray Line:						

All Equipment/floors (all steam tables under storage/legs/wheels)	X					
Tops, Sides, Wheels, inside handles	X					
Ceiling, grills, lights, walls		X				
AC vents, walls, lighting covers		X				
outside, wheels, walls of refrigerators, floors, walls, underneath of refrigerator		X				
Coffee Area:						
All equipment/floors (coffee storage table: top and bottom, the walls behind coffee)	X					
Coffee dispensers: inside and out	X					
Coffee table, grills and drains	X					
Toaster #1 pre table/legs/wheel/walls	X					
Trash Can/drains/ceiling/grills/lighting		X				
All base boards		X				
Microwave Table:						
All equipment/floors (inside the cooks refrigerator/walls/ floors)	X					
Microwave: table top and bottom/legs/wheels/walls/utensil pins and rack and cover rack	X					

Soap dispenser/hand washing sink and the wall behind the sink	X					
Trash Cans/base boards/sprinkler heads/AC vents/ walls/ drains		X				
Pot & Pan racks serving utensils ceiling/grills/ lighting	X					
Cooks Area:						
All Equipment/floors (pre-sink legs/base around floors/scales/Hobart Buffalo Chopper/mixer/knife sharpener all cooks food	X					
Ovens 1&2, Steamers 1&2: Tops/sides/under ovens/wheels/walls behind ovens/cook storage bins	X					
Slice machine prep tables: 1&	X					
wheels/legs walls		X				
Cooks season utility cart: inside and out/knife rack	X					
All steam kettles: inside and out/base/legs/walls behind steam/hoods/kettles/drains	X					
Chiller: Out/walls/floors/ ramp/sprinkler heads/ butcher paper holder/bag clipper/steam holder 1&2	X					

Garbage cans/pre-sink/legs/wheels/drains ceiling grills/lighting		X				
All Prep Tables	X					
Salad Area:						
All equipment/floors (salad display case/robot coup/blender/trashcan, rack/dollies/plastic covers/blenders/ knife rack	X					
Sprinkler heads/AC vents/walls/ceiling/grills/lighting			X			
Outside hallway area: Chemical Room						
Dry storage room area: floors/walls/racks/door	X					
Sprinkler heads/AC vents/walls/ceiling/grills/lighting			X			
Dish Room/Pot Sink Area:						
Eye Station/doors/walls/all dish room food cart dollies/holding pots racks/tray dispensers	X					
Dish machine top and bottom/front to back/under/scraper belt/purple/all trash cans	X					
Hand washing sink/soap/sanitizer dispenser/walls/ soap dispenser/paper towel rack	X					

All garbage cans/sprinkler heads/AC vents/walls		X				
Ingredient Control Room JCR:						
Sprinkler heads/AC vents/ walls/ rollback racks/ doors/ all walk in refrigerator's/floors/walls/racks			X			
Garbage cans/ chairs/ chairs/ prep-tables/ base boards/ openers/ AC vents/ prep sinks		X				
Trash cans/ doors/ rack handles/ tracks/ drains/ ceiling/ grills/ lighting		X				
Nourishment Area:						
Pre-sink/paper towel holder/ all prep tables/ wheels/ legs/ walls/ floors/ walk in refrigerator/racks/ walls/ bulletin boards/ ceiling grills/ lighting/ racks/ walls	X					