

CLEANING SPECIFICATIONS  
 DCF  
 131 West Street, Danbury, CT

		<b>Exhibit E Task Schedule</b>					
Exhibit A reference Number		<b>SERVICE DESCRIPTION</b>	<b>FREQUENCY</b>				
			<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>	<b>QUARTERLY</b>	<b>ANNUAL</b>
		<b>I OFFICE AREAS, LOBBIES, VISITING AREAS</b>					
18	1	Empty all wastebaskets, diaper pails and receptacles, change liners as needed.	X				
18	2	Spot clean all wastebaskets and receptacles as needed	X				
18	3	Remove all waste material, including recyclables to designated area. Bulk trash and recyclables such as car seats, cardboard boxes, etc may be required to be disposed of in a separate container.	X				
8	4	Vacuum carpeted areas	X				
9	5	Spot clean all carpeting (using approved manufacturer process & materials)	X				
1	6	Dust mop (using an appropriate dust mop treatment) and/or sweep all composition flooring, being sure to remove all dirt from corners and edges.	X				
1	7	Sweep, soap mop and rinse clean all composition flooring using an Agent approved disinfectant cleaner. <b>Note: Fresh mop water solution must be used on each floor.</b>	X				
22	8	Wash and sanitize all water fountains and coolers including upper and lower air vents.	X				
11	9	Spot clean all glass entrance doors.	X				
14	10	Lightly dust office and desk equipment (i.e. telephones, typewriters, projectors, computers, etc) all desk tops, countertops, credenzas, book shelves, file cabinet tops and glass tops. <b><u>*Contractor is not to touch or move items on desks!</u></b> In case of emergency needs, employees may request additional dusting or cleaning.		X			
19	11	Spot clean glass in all interior window, door, wall, partition, as well as any other miscellaneous glass surfaces.	X				
19	12	Dust all window frames and window sills.		X			
19	13	Dust all molding including above and below hand height.		X			
11	14	Spot clean and remove fingerprints and dirt smudges from around doors, door frames, door handles and light switches and the portion of painted wall surfaces immediately surrounding them.		X			

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			DAILY	WEEKLY	MONTHLY	QUARTERLY	ANNUAL
14	15	Dust chairs.		X			
16	16	Dust miscellaneous stands, bookcases and shelves.		X			
16	17	Dust cabinets, files and safes.		X			
14	18	Wipe vinyl baseboards to remove stains and dust.			X		
14	19	Brush and/or vacuum all upholstered furniture including chairs. Spot clean as necessary.			X		
1 & 10	20	Spot wash all floor, wall, fixture and office furniture surfaces needing attention.				X	
13	21	Dust all overhead light fixtures.				X	
16	22	Detail dust and damp wipe all ledges, sills, molding, a/c grills, thermostats, window frames, etc. Do not remove thermostat covers.				X	
19	23	Vacuum or wipe with treated cloth (as appropriate) all window blinds				X	
11 & 19	24	Spot clean glass in all interior window, door, wall, partition, as well as any other miscellaneous glass surfaces.				X	
4	25	Spray buff, to a high gloss, all composition flooring using a Client Agency approved method; sweep and clean corner so as to remove buffing residue.		X			
14	26	Clean and sanitize all vinyl, wood or plastic furniture in visiting rooms and reception area, vacuum and spot clean any upholstered furniture.	X				
		<b>II RESTROOMS</b>					
23	1	Clean, sanitize, and polish all vitreous fixtures including toilet bowls, both sides of toilet seats, urinals and sinks using a germicidal solution.	X				
23	2	Clean and sanitize both sides of every toilet seat with a germicidal detergent. <b>NOTE: Seats to be left in the upright position!</b>	X				
23	3	Wash and disinfect all sinks and countertops using a non-scratch cleanser.	X				
23	4	Clean and polish all chrome fittings and bright work including flushometers and metal dispensers removing all buildup.	X				
27	5	Clean and polish all mirrors.	X				
18	6	Empty all trash containers to designated areas and insert liners as required.	X				

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28	7 All sanitary napkin receptacles will be properly handled, disinfected using an approved spray disinfectants and a new liner used.	X				
25	8 Remove spots, stains and splashed from all wall areas.	X				
25	9 Remove soil from doors, frames, light switches, handles, etc.	X				
25	10 Dust and/or damp wipe all stall partitioning and walls	X				
25	11 Wash or spot clean partition walls.	X				
25	12 Spot clean door kick and push plates, and the area immediately surrounding them.	X				
28 & 29	13 Refill all paper, soap and feminine product dispensers.	X				
26	14 Sweep, soap mop and rinse clean tile floor with an approved disinfectant cleaner. <b>Note: Fresh mop water solution must be used on each floor!</b>	X				
26	15 Pour one (1) gallon MINIMUM of water down each floor drain to reduce sewer gas odor.		X			
26	16 Machine scrub tile floors using clean rinse water for each bathroom. <b>NOTE: Client Agency may request that the floors be stripped and sealed with an approved product on an as needed basis!</b>				X	
26	17 Scrub all tile walls, wipe clean leaving no water marks.				X	
13	18 Dust light fixtures and wipe aluminum parabolic lenses.				X	
16	19 High dust all surfaces.			X		
	<b>III KITCHEN AND BREAK AREAS</b>					
1	1 Sweep, soap mop and rinse clean all composition flooring using an Client Agency approved disinfectant cleaner. <b>Note: Fresh mop water solution must be used on each floor.</b>	X				
14	2 Wipe down all lunch tables and chairs.	X				
4	3 Spray buff, to a high gloss, all composition flooring using a Client Agency approved method; sweep and clean corner so as to remove buffing residue.		X			
14 & 17	4 Clean and sanitize all countertops, sinks, appliances (exterior only), sinks, etc.	X				