

Attachment B - Janitorial Cleaning							
Mundelein Community Center - Janitorial Cleaning Service Task List							
1st Floor							
Entrance Vestibule, Lobby, Front Desk, Registration Office	Daily	As Needed	Weekly	Monthly	Quarterly	Semi Annually	Annually
Trash and recycling removed and liners changed if food present	X						
Trash and recycling containers cleaned		X					
All glass entrance vestibule doors and windows to be cleaned	X						
All door handles to be sanitized	X						
Floors vacuumed	X						
Non-carpeted floors to be swept, sanitized, washed/machine cleaned	X						
Lobby Chairs to be wiped down	X						
Tables to be wiped down	X						
Spot clean walls, remove stuffs and dirt marks, and dust walls			X				
Dust doors, door frames and window frames				X			
Dust HVAC vents and light fixtures				X			
All drinking fountains to be sanitized	X						
All Stainless steel and chrome to be polished	X						
TV monitor dusted				X			
Dust floor boards				X			
Hallways	Daily	As Needed	Weekly	Monthly	Quarterly	Semi Annually	Annually
Trash and recycling removed and liners changed if food present	X						
Trash and recycling containers cleaned		X					
All glass on doors and windows to be cleaned	X						
All door handles to be sanitized	X						
Floor mats vacuumed	X						
Non-carpeted floors to be swept, sanitized, washed/machine cleaned	X						
Hallway chairs to be wiped down	X						
Spot clean walls, remove stuffs and dirt marks, and dust walls			X				
Dust doors, door frames and window frames				X			
Dust HVAC vents and light fixtures				X			
All drinking fountains to be sanitized	X						
All Stainless steel and chrome to be polished	X						
Dust floor boards				X			
Community Rooms (2) and Studio	Daily	As Needed	Weekly	Monthly	Quarterly	Semi Annually	Annually
Trash and recycling removed and liners changed if food present	X						
Trash and recycling containers cleaned		X					
Vacuum carpeted floor	X						
Non-carpeted floors to be swept, sanitized, washed/machined cleaned	X						
Sanitize all counter tops and sinks	X						
Sanitize all door handles	X						

Spot clean walls, remove stuffs and dirt marks, and dust walls			X				
Clean all windows and mirrors	X						
Dust all doors, door frames and window frames				X			
Dust all light fixtures, fans and HVAC vents				X			
Polish stainless Steel and chrome	X						
Damp wipe all cabinets, sanitize table tops	X						
Clean cubbies		X					
Dust floor boards				X			
Babysitting Room							
Remove trash and recycling replace liner if food is present	X						
Clean trash and recycling container		X					
Clean and sanitize door handles	X						
Vacuum floors	X						
Machine clean and sanitize tile floor	X						
Spot clean walls, remove stuffs and dirt marks, and dust walls			X				
Dust door and window frames				X			
Clean windows	X						
Dust light fixtures and HVAC vents				X			
Dust floor boards				X			
Locker Rooms (2), Public Restroom, Pool Lobby							
	Daily	As Needed	Weekly	Monthly	Quarterly	Semi Annually	Annually
Remove trash and recycling replace liner	X						
Clean all trash containers	X						
Check and replace all women's sanitary stations with waxpaper liner	X						
Clean and sanitize all women sanitary stations	X						
Clean and sanitize all baby changing stations	X						
Clean and sanitize all toilets and urinals	X						
Clean and sanitize all toilet partitions	X						
Clean all chrome and stainless steel fixtures on walls	X						
Clean all paper towel dispensers and dryers	X						
Spot clean walls around toilets and urinals	X						
Replace urinal screens				X			
Clean and sanitize all counter tops and sinks	X						
Clean all mirrrors, glass	X						
Non-carpeted floors to be swept, sanitized, washed/machined cleaned	X						
Refill paper goods, bath and body goods, and soap		X					
Dust lights, HVAC vents				X			
Spot clean walls, remove stuffs and dirt marks, and dust walls			X				
Wipe down doors and door frames				X			
Clean and sanitize all door handles	X						
Clean shower walls, fixtures and partitions	X						
Wipe down benches	X						

Wipe down and sanitize lockers, interior and exterior	X						
Deep tile and grout cleaning of showers			X				
Dust floor boards				X			
Stairs	Daily	As Needed	Weekly	Monthly	Quarterly	Semi Annually	Annually
Mop steps/stairs	X						
Sanitize/clean handrailings	X						
Dust/clean spindles as required			X				
Spot clean walls, remove stuffs and dirt marks, and dust walls			X				
2nd Floor							
Fitness Lobby & Stretching Area	Daily	As Needed	Weekly	Monthly	Quarterly	Semi Annually	Annually
Trash and recycling removed and liners changed if food present	X						
Trash and recycling containers cleaned		X					
Carpeted floor vacuumed	X						
Non-carpeted floors to be swept, sanitized, washed/machine cleaned	X						
Clean glass windows and mirrors		X					
Hallway Chairs to be wiped down	X						
Spot clean walls, remove stuffs and dirt marks, and dust walls			X				
Dust doors, door frames and window frames			X				
Dust HVAC vents and light fixtures				X			
All drinking fountains to be sanitized	X						
All Stainless steel and chrome to be polished	X						
Dust floor boards				X			
Childcare Classrooms (6)	Daily	As Needed	Weekly	Monthly	Quarterly	Semi Annually	Annually
Empty all trash and replace liners	X						
Clean and sanitize all trash/recycle containers		X					
Vacuum and spot clean all carpeted areas	X						
Vacuum and damp mop all floors	X						
Clean and Sanitize restrooms	X						
Clean and sanitize all baby changing stations	X						
Clean and sanitize all toilets	X						
Spot clean and sanitize walls around toilets	X						
Clean and sanitize all floors in restrooms	X						
Clean and sanitize sinks	X						
Clean all mirrors		X					
Replenish soap and paper goods in restrooms		X					
Clean all windows		X					
Sanitize all door handles	X						
Dust all door frames, doors and window frames		X					
Dust all light fixtures and HVAC vents				X			

Machine clean all floors			X				
Childcare Hallways	Daily	As Needed	Weekly	Monthly	Quarterly	Semi Annually	Annually
Trash and recycling removed and liners changed if food present	X						
Trash and recycling containers cleaned		X					
All glass on doors and windows to be cleaned as needed		X					
All door handles to be sanitized	X						
Floor mats vacuumed	X						
Non-carpeted floors to be swept, sanitized, washed/machine cleaned	X						
Carpeted floors vacuumed	X						
Hallway Chairs to be wiped down	X						
Spot clean walls, remove stuffs and dirt marks, and dust walls			X				
Dust doors, door frames and window frames				X			
Dust HVAC vents and light fixtures				X			
All drinking fountains to be sanitized	X						
All Stainless steel and chrome to be polished	X						
Dust floor boards				X			
Childcare Entrance Vestibule and Restroom	Daily	As Needed	Weekly	Monthly	Quarterly	Semi Annually	Annually
Trash removed and liners changed if food present	X						
Trash and recycling containers cleaned		X					
All glass entrance vestibule doors and windows to be cleaned	X						
All door handles to be sanitized	X						
Floors vacuumed	X						
Non-carpeted floors to be swept, sanitized, washed/machine cleaned	X						
Clean, sanitize and restock all women's sanitary stations		X					
Clean and sanitize all baby changing stations	X						
Clean and sanitize all toilets	X						
Clean all chrome and stainless steel fixtures	X						
Clean all hand dryers	X						
Spot clean walls, especially around toilets and sinks	X						
Clean and sanitize all sinks	X						
Clean all mirrrors	X						
Wash floors with sanitizer/deodorizer	X						
Refill paper goods and soap		X					
Dust lights, HVAC vents				X			
Spot clean walls, remove stuffs and dirt marks, and dust walls			X				
Dust doors, door frames and window frames				X			
Clean and sanitize all door handles	X						
Dust floor boards				X			
3rd Floor - Bathroom and Landing	Daily	As Needed	Weekly	Monthly	Quarterly	Semi Annually	Annually

Empty all trash and replace liners	X						
Clean, sanitize and restock all women's sanitary stations		X					
Clean and sanitize all toilets with non-acid cleaner	X						
Clean all chrome and stainless steel fixtures	X						
Clean all hand dryers	X						
Spot clean walls, especially around toilets and sinks	X						
Clean and sanitize all sinks	X						
Clean all mirrors, glass doors	X						
Wash floors with sanitizer/deodorizer	X						
Refill paper goods and soap		X					
Dust lights, HVAC vents				X			
Wipe down, dust walls, doors and door frames				X			
Clean and sanitize all door handles and railings	X						
Dust floor boards				X			

Attachment B - Janitorial Cleaning

Dunbar Recreation Center - Janitorial Cleaning Service Task List

Entrance Vestibule, Lobby, Front Desk	Daily	As Needed	Weekly	Monthly	Quarterly	Semi Annually	Annually
Trash and recycling removed and liners changed if food present	X						
Trash and recycling containers cleaned		X					
All glass entrance vestibule doors and windows to be cleaned	X						
All door handles to be sanitized	X						
Floors vacuumed	X						
Non-carpeted floors to be swept, sanitized, washed/machine cleaned	X						
Lobby Chairs to be wiped down	X						
Tables to be wiped down	X						
Spot clean walls, remove stuffs and dirt marks, and dust walls			X				
Dust doors, door frames and window frames				X			
Dust HVAC vents and light fixtures				X			
All Stainless steel and chrome to be polished	X						
TV monitor dusted				X			
Dust floor boards				X			
Hallways	Daily	As Needed	Weekly	Monthly	Quarterly	Semi Annually	Annually
Trash and recycling removed and liners changed if food present	X						
Trash and recycling containers cleaned		X					
All glass on doors and windows to be cleaned	X						
All door handles to be sanitized	X						
Non-carpeted floors to be swept, sanitized, washed/machine cleaned	X						
Spot clean walls, remove stuffs and dirt marks, and dust walls			X				
Dust doors, door frames and window frames				X			
Dust HVAC vents and light fixtures				X			
All drinking fountains to be sanitized	X						
All Stainless steel and chrome to be polished	X						
Dust floor boards				X			
Community Rooms (2), Kitchen and Studio	Daily	As Needed	Weekly	Monthly	Quarterly	Semi Annually	Annually
Trash and recycling removed and liners changed if food present	X						
Trash and recycling containers cleaned		X					
Non-carpeted floors to be swept, sanitized, washed/machined cleaned	X						
Sanitize all counter tops and sinks	X						
Sanitize all door handles	X						
Spot clean walls, remove stuffs and dirt marks, and dust walls			X				
Clean all windows and mirrors	X						
Dust all doors, door frames and window frames				X			

Dust all light fixtures, fans and HVAC vents				X			
Polish stainless steel and chrome	X						
Damp wipe all cabinets, sanitize table tops	X						
Clean cubbies		X					
Dust floor boards				X			
Public Restroom	Daily	As Needed	Weekly	Monthly	Quarterly	Semi Annually	Annually
Remove trash and recycling replace liner	X						
Clean all trash containers	X						
Check and replace all women's sanitary stations with waxpaper liner	X						
Clean and sanitize all women sanitary stations	X						
Clean and sanitize all baby changing stations	X						
Clean and sanitize all toilets and urinals	X						
Clean and sanitize all toilet partitions	X						
Clean all chrome and stainless steel fixtures on walls	X						
Clean all paper towel dispensers and dryers	X						
Spot clean walls around toilets and urinals	X						
Replace urinal screens				X			
Clean and sanitize all counter tops and sinks	X						
Clean all mirrors, glass	X						
Vacuum/sweep and wash floors with sanitizer/deodorizer	X						
Refill paper goods, bath and body goods, and soap		X					
Dust lights, HVAC vents				X			
Spot clean walls, remove stuffs and dirt marks, and dust walls			X				
Wipe down doors and door frames				X			
Clean and sanitize all door handles	X						
Dust floor boards				X			
Gymnasium	Daily	As Needed	Weekly	Monthly	Quarterly	Semi Annually	Annually
Trash and recycling removed and liners changed if food present	X						
Trash and recycling containers cleaned		X					
All glass entrance vestibule doors and windows to be cleaned	X						
All door handles to be sanitized	X						
Gym floor dust mopped	X						