

## JANITORIAL CHECK LIST

### OFFICE

- **VACUUM:** All offices, front desk area, dinning room area and rear entry area mats. All trash needs to be emptied including paper shredder in Finance office.
- **MOP:** Men and Women restrooms, kitchen, Dave's (back office), front entry and rear entry way. Restrooms need to be wiped down completely and stocked at this time as well. Mopping needs to happen at least twice a week.
- **WINDOWS:** All window's need to be cleaned inside and outside at least once a month. Front and rear entry door need to be wiped down 2-3 times a month including door that leads to the dinning/meeting area.

### SENNWICHEN

- **VACUUM:** Both hallways need to be vacuumed at least twice a week, the common area is not to be done by you this area is done by Sennwichen staff. You are not to clean any of the tenants units for any reason unless directed by your supervisor
- **MOP:** Men's and Women's bathroom need to be mopped and stocked at least twice As well as wiped down.
- **WINDOWS:** Hallway windows including the entry doors and main entrance doors need to to be wiped down inside and out.