

Appendix 2
CLEANING LOCATIONS/SCOPES

Tyson Centre (FN 110)

I OFFICES

A. Daily

1. Empty wastebaskets/replace liners as needed
2. Dust furniture tops and chairs
3. Dust telephones
4. Dust filing cabinets, bookcases and shelves
5. Spot clean desk
6. Clean counter tops when possible
7. Clean and sanitize water fountain(s)
8. Vacuum carpeting
9. Dust mop composition floors
10. Spot mop composition floors
11. Spot clean door glass and partition glass
12. Clean sand urns of debris
13. Spot clean wall areas
14. Spot clean carpet if needed

B. Weekly

1. Low dust all surfaces to hand height (70")
2. Clean desk tops if personal items have been moved to side of desk
3. Sweep baseboards, corners, and under desks
4. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, and moldings around all doorways
5. Spray buff all composition flooring

C. Monthly

1. High dust above hand height (70") all horizontal surfaces to include shelves, moldings, ledges, pipes, ducts and vents
2. Remove dust and cobwebs from ceiling areas and fixtures
3. Dust venetian blinds
4. Dust baseboards

D. Quarterly

1. Strip, wax and buff tile floors

II. RESTROOMS

A. Daily

1. Clean and sanitize all vitreous fixtures to include toilets, urinals, and sinks
2. Clean and sanitize all flush rings, drains and overflow outlets
3. Clean, sanitize and polish all chrome fittings
4. Sweep floors and mop with germicidal disinfectant
5. Spot clean and polish all glass and mirrors
6. Empty all waste containers and replace liners as needed

7. Clean and sanitize exterior of all containers and dispensers
8. Clean and sanitize all partitions
9. Clean all spots and stains from walls and handwash area
10. Refill all dispensers as needed
11. Clean and sanitize all doors, handles and light switches
12. Low dust all surfaces below hand height

B. Weekly

1. High dust high areas to include shelves, moldings, ledges, pipes, ducts and vents

C. Quarterly

1. Scrub all restroom floors with applicable equipment
2. Wash all tile walls

III. COMMON AREA

A. Daily

1. Empty waste baskets/replace liners as needed
2. Clean all ash trays and sand urns
3. Spot clean to hand height (70"O glass partitions and lobby glass
4. Dust and spot clean all furniture
5. Damp clean sides and interiors of all telephone areas
6. Spot clean all walls to hand height
7. Damp clean elevator exteriors
8. Dust intake vents
9. Vacuum carpeting
10. Clean and sanitize water fountain(s)
11. Spot clean carpeting

B. Weekly

1. Clean elevator tracks
2. Vacuum and spot clean all furniture
3. Damp mop composition floors

C. Monthly

1. High dust hand height (70") all horizontal surfaces to include shelves, moldings, ledges, pipes, Ducts, and vents
2. Clean exterior of urns and trash containers

D. Quarterly

1. Damp clean baseboards, light fixtures and vents

E. Semi-Annually

1. Damp clean all light fixtures and vertical intake vents
2. Refinish composition floors

IV. STREET LEVEL/COMMON AREA LOCATIONS

A. Daily

1. Empty trash cans/replace liners as needed

2. Empty/clean exterior of urns and trash containers at the exterior entrances
3. Spot clean to hand height (70") glass partitions and lobby glass
4. Clean entrance glass doors
5. Vacuum walk off mats
6. Dust and spot clean all furniture
7. Damp clean sides and interiors of all telephone areas
8. Spot clean all walls to hand height
9. Spot clean carpeting
10. Damp clean window ledges
11. Dust and spot clean all handrails
12. Damp clean exterior of all elevators
13. Dust normal height intake vents
14. Vacuum carpeting
15. Sweep lobby floors
16. Mop/clean lobby floor as needed per manufacturer requirements

B. Weekly

1. Polish trim on railings
2. Clean elevator tracks
3. Clean entrance door thresholds

C. Monthly

1. High dust above hand height (70") all horizontal surfaces including shelves, moldings, ledges, pipes, ducts, and vents
2. Clean exterior of urns and trash containers
3. Clean windows (interior and exterior)

D. Quarterly

1. Vacuum all fabric upholstery
2. Damp clean all vinyl upholstery
3. Damp clean baseboards
4. Refinish composition flooring as needed

E. Semi-Annually

1. Damp clean all light fixtures and intake vents

V. ELEVATORS

A. Daily

1. Sweep/vacuum/mop floors as needed
2. Spot clean interior walls and doors
3. Clean/sanitize handrails control panels

B. Weekly

1. Clean/sanitize entire interior of cab
2. Clean door tracks

VI. STAIRWELLS

A. Daily

1. Sweep/vacuum stairs and landings as needed
2. Spot clean exit doors and walls to hand height (70")
3. Clean/sanitize all door handles and push bars

B. Weekly

1. Mop stairs and landings as needed
2. Clean/sanitize all handrails
3. Clean all ledges and sills

VII. SNACK AREAS

A. Daily

1. Empty trash cans/replace liners as needed
2. Sweep/vacuum/mop all floors as needed
3. Clean/sanitize tables and countertops

B. Weekly

1. Clean/sanitize all trash containers
2. Spray buff floors as needed
3. Damp clean all chairs

C. Quarterly

1. Strip/wax all composite flooring
2. Clean carpet with extractor

VIII. ELECTRICAL AND MECHANICAL ROOMS

A. Weekly

1. Vacuum/dust mop floors
2. Mop floors

Airport Operations Center (FN 510)

I OFFICES

A. Tuesday and Thursday

1. Empty wastebaskets/replace liners as needed
2. Dust furniture tops and chairs
3. Dust filing cabinets, bookcases and shelves
4. Clean counter tops when possible
5. Clean/sanitize water fountain(s)
6. Vacuum carpeting
7. Dust mop composition floors
8. Spot mop composition floors
9. Spot clean door glass and partition glass
10. Spot clean wall areas
11. Spot clean carpet if needed

B. Weekly

1. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, and moldings around doorways
2. Spray buff all composition flooring
3. Spot clean carpeting

C. Monthly

1. Low dust all surfaces to hand height (70")
2. Remove dust and cobwebs from ceiling areas and fixtures
3. Vacuum/sweep baseboard, corners, around and under desks
4. Clean/sanitize all showers

D. Annually

1. Vacuum/dust all surface areas in the building about (70") from floor including light fixtures

II. RESTROOMS

A. Daily

1. Clean/sanitize all vitreous fixtures to include toilets, urinals, and sinks
2. Clean/sanitize all flush rings, drains and overflow outlets
3. Clean/sanitize and polish all chrome fittings
4. Sweep floors and mop with germicidal disinfectant
5. Spot clean and polish all glass and mirrors
6. Empty all waste containers and replace liners as needed
7. Clean/sanitize exterior of all containers and dispensers
8. Spot clean all partitions
9. Clean all spots and stains from walls and handwash area
10. Refill all dispensers as needed
11. Clean/sanitize all doors, handles, handrails and light switches
12. Low dust all surfaces below hand height

B. Monthly

1. Clean/sanitize all partitions
2. Clean/sanitize tile walls
3. High dust above hand height (70") all horizontal surfaces including shelves, moldings, ledges, pipes, lockers, and vents
4. Deep clean restrooms with applicable floor scrubber

III. LOBBY AND ENTRANCE AREA

A. Daily

1. Empty trash receptacles/replace liners as needed
2. Sweep all outside entrances removing all trash and debris
3. Clean/sanitize entrance glass doors
4. Spot clean and vacuum carpeting
5. Clean/sanitize water fountain(s)
6. Clean/empty ash trays and urns

B. Weekly

1. Clean all lobby glass
2. Sweep/blow all patio areas

C. Monthly

1. Clean all vents
2. Dust/damp clean baseboards
3. High dust above hand height (70") all horizontal surfaces including shelves, moldings, ledges, pipes and vents
4. Clean exterior of all urns and trash containers

IV. KITCHEN/BREAKROOM

A. Daily

1. Sweep/mop floors
2. Clean/sanitize tabletops, chairs and all appliances
3. Empty trash cans/replace liners as needed
4. Vacuum all floor matting
5. Clean/sanitize all , cabinets, countertops and sinks

V. EXTERIOR ENTRANCES

A. Daily

1. Sweep/remove trash and debris 5' from the door

Transportation Surface Lot Restrooms (FN 103)

I. RESTROOMS

A. Daily

1. Clean and sanitize all vitreous fixtures to include toilets, urinals, and sinks
3. Clean, sanitize and polish all chrome fittings
4. Sweep floors and mop with germicidal disinfectant
5. Spot clean and polish all glass and mirrors
6. Empty all waste containers and replace liners as needed
7. Clean and sanitize exterior of all containers and dispensers
8. Spot clean all partitions
9. Clean all spots and stains from walls and handwash area
10. Refill all dispensers as needed
11. Clean and sanitize all doors, handles, handrails and light switches
12. Low dust all surfaces below hand height

B. Monthly

1. Clean and sanitize all partitions
2. Clean and sanitize tile walls
3. High dust above hand height (70") all horizontal surfaces including shelves, moldings, ledges, pipes, and vents
4. Deep clean restrooms with applicable floor scrubber