

Topic	Description
Sidewalk	Sweep front sidewalk
	Hose front Sidewalk
Entrance and Lobby	Vacuum Entry Mat
	Mop/ vacuum lobby Floor
	Clean entrance door glass
	Clean common area glass (i.e. Transom)
	Clean/ sanitize door Intercom Panel
	Wipe mailboxes
	Wipe/ sanitize common door handles
	Dust/ spot clean wall surfaces
Elevator	Dust/ spot clean furniture
	Wipe/ spot clean elevator floor and walls
	Wipe/ sanitize call panels inside elevator cab
Residential Floors and Stairwells	Wipe/ sanitize elevator call panels on every floor
	Mop/ Vacuum Hallway
	Mop/ Vacuum Landing
	Dust/ spot clean wall surfaces
	Dust/ spot clean hallways base molding
	Dust/ spot clean crown moldings
	Wipe/ sanitize stair banisters
	Wipe/ sanitize common door handles
Other Common Areas	Dust light fixtures/ fire extinguishers/ pipes (sprinkler, etc.)
	Dust walls, window sashes and trim, doors and frames
	Common deck or gathering area
	Bike Room/ Storage Areas
	Boiler Room/ Equipment/ Elevator Rooms
	Compactor/ Refuse Room
Garbage & Recycling Schedule	Laundryroom
	Gym
	Arrange garbage and recycling for DOS curbside pickup
	Clear garbage and recycling pickup on each floor (bins, closets)
	Check all refuse areas are clean and orderly
Roof/ Exterior	Conduct special visits, i.e. next morning visits to clean after sanitation visit
	Sanitize garbage and recycling bins
	Clear debris on roof (nails, metals, etc.)
	Check bulkhead for irregularities
	Clear roof drains
	Clear gutter headers
Misc. Cleaning	Clear gutter leaders
	Check drains on private terraces**
	Clear elevator door tracks
	Polish brass/ ornamental metal fixtures
	Polish wood
	Buff, wax, strip floors
	Wall touch-up extensive (re-painting, etc.)
	Deep cleaning of elevator cab walls, ceiling and floor
	Clean light fixtures (remove cover)
	Clean all common area furniture and/or decorative frames on wall
	Clean all pipes (i.e. sprinkler) and other common area fixtures (i.e. fire extinguishers)

Other Cleaning Needed for Building

Clean all common area trim
- crown molding
- base molding
- door trim
- window trim
- stair balusters

Clear and organize items in common areas

Clear and organize utilities rooms, such as compactor room, boiler room, etc. (ladders, building supplies, etc.)

Check/ clean around compactor (sensor, etc.)

Clean out sump pump pit of debris that can clog pump

Clear common areas of unwanted, unused items