

The time estimate inquires after the amount of time you think it will take to complete the given task. The total asks for the total time you believe it will take to complete each section (that is, weekly total for entrance and community room, monthly total for the same, etc.)

Entrance and community room		
Weekly:	Time estimate	Total:
1. Empty all trash and recycling receptacles, replace liners, as needed, and remove trash and recycling to a collection point. (Client to furnish trash receptacle liners)		
2. Squeegee both sides of glass doors removing prints and smudges; wipe frames.		
3. Thoroughly dust all horizontal and vertical surfaces, including window sills, ledges, moldings, pictures, furniture and manner of furnishings.		
4. Vacuum walk off mats and traffic areas		
5. Spot treat soiled carpet areas		
6. Dust mop hard surface floors		
7. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.		
Monthly:	Time estimate	Total:
1. Thoroughly vacuum all carpeting taking care to get into corners, along edges and beneath furniture.		
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills.		
3. Complete all high dusting, including exhaust fans, air ventilators and light fixtures within reach.		
Quarterly:	Time estimate	Total:
1. Thoroughly wash interior windows and partition glass on both sides. Damp wipe all window glass/frames		
2. Dust all blinds.		

Main library (including offices, desk area, computer and teen rooms, book sale and craft supply exchange rooms)		
Weekly:	Time estimate	Total:
1. Empty all trash and recycling receptacles, replace liners, as needed, and remove trash and recycling to a collection point. (Client to furnish trash receptacle liners)		
2. Squeegee both sides of glass doors removing prints and smudges; wipe frames.		
3. Thoroughly dust all horizontal and vertical surfaces, including window sills, ledges, moldings, pictures, furniture and manner of furnishings.		
4. Vacuum traffic areas		
5. Spot treat soiled carpet areas		
6. Disinfect telephones, computer keyboards and mouses, chairs, countertops, tables, door handles and book cart handles. This can be done with disinfectant spray (fabric chairs) or disinfectant wipes (hard surfaces/items)		
7. Clean and sanitize sink. (Client is responsible for dishes)		
Monthly:	Time estimate	Total:
1. Thoroughly vacuum all carpeting taking care to get into corners, along edges and beneath furniture.		
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills.		
3. Complete all high dusting, including book shelves, exhaust fans, air ventilators and light fixtures within reach.		
Quarterly:	Time estimate	Total:
1. Thoroughly wash interior windows and partition glass on both sides. Damp wipe all window glass/frames		
2. Dust all blinds.		

Kitchen/backroom area		
Weekly:	Time estimate	Total
1. Empty all trash and recycling receptacles, replace liners, as needed, and remove trash and recycling to a collection point. (Client to furnish trash receptacle liners)		
2. Wipe clean fronts, tops and sides of trash receptacles.		
3. Thoroughly dust all horizontal and vertical surfaces, including window sills, ledges, moldings, pictures, furniture and manner of furnishings.		
4. Stock dispensers as needed (client to furnish supplies)		
5. Damp wipe counters.		
6. Disinfect telephones and paper cutter handles.		
7. Spot clean cabinets and exterior of appliances to present a neat appearance.		
8. Clean interior of microwave removing food particles and stains.		
9. Clean and sanitize sink. (Client is responsible for dishes)		
10. Dust mop hard surface floors		
11. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.		
Monthly:	Time estimate	Total
1. Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills.		
2. Complete all high dusting, including book shelves, exhaust fans, air ventilators and light fixtures within reach.		
Quarterly:	Time estimate	Total
1. Thoroughly wash interior windows and partition glass on both sides. Damp wipe all window glass/frames		
2. Dust all blinds.		

Restrooms (3, men and women's in lobby, staff in kitchen/backroom)		
Weekly:	Time estimate	Total
1. Empty all trash receptacles, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point. (Client to furnish trash receptacle liners)		
2. Stock toilet paper and hand soap. Wipe dispensers as needed (Client to furnish supplies)		
3. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.		
4. Toilet seats to be wiped clean on both sides.		
5. Scour and sanitize all basins. Polish bright work.		
6. Remove splash marks from walls around basins.		
7. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.		
8. Sweep or dust mop hard surface floors.		
9. Report any restroom repairs needed on maintenance sheet.		
Monthly:	Time estimate	Total
1. Wipe all restroom partitions on both sides.		
2. Pour fresh water down floor drains to refresh water in sewer line.		
3. Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills		
4. Complete all high dusting, including exhaust fans and air ventilators within reach.		

All Weekly Totals: _____

All Monthly Totals: _____

All Quarterly Totals: _____