

TOWN OFFICE BUILDING CLEANING NEEDS

Weekly:

- ✓ Clean bathroom sink and toilet
- ✓ Fill soap, toilet paper and paper towels
- ✓ Vacuum entire town office building
- ✓ Wipe door knobs (including vault) with antibacterial wipes
- ✓ Wipe phones with antibacterial wipes
- ✓ Dust all surface counters, tables and desktops
- ✓ Clean conference table
- ✓ Wipe down water cooler with antibacterial wipes
- ✓ Sweep outside porch

Monthly:

- ✓ Dust corners/baseboards, moldings, trim work & window sills
- ✓ Dust desks, file cabinets and hutches
- ✓ Dust copiers, computers, lamps, chairs (arms & legs), calculators, postage meter and printers
- ✓ Vacuum cushions of office chairs

Every 6 months:

- ✓ Wash interior windows

Annually:

- ✓ Swiffer or wash all walls

Any supply requests should be left on Melissa's desk. Thank you!