

ROSCOMMON TOWNSHIP IS SEEKING BIDS/QUOTES FOR CLEANING RESPONSIBILITIES AS FOLLOWS:

Cleaning Responsibilities

<u>Weekly</u>	<u>Bi-Weekly</u>	<u>As needed</u>
Vacuumed all offices	Dust all offices main floor	Inside Windows
Bathrooms	Vacuumed stairs to basement	Vacuumed chairs
Kitchen	Mop Kitchen floor	Dust Floor Boards
Microwave	Mop bathroom floors	Clean work spaces counters
Refrigerator	Mop entrance floors	Disinfect phones
Straighten meeting room		Clean key boards
		Sweep storage rooms
		Keep storage rooms organized
		Dust ceiling for cob webs
		wipe down bathroom walls
		wipe down walls on main floor and basement
		spot clean carpet
		clean plastic mats under chairs
		Clean drinking fountains
		mop steps to basement
		Clean stove & oven
		Clean off tables
		Basement windows inside and out
		Dust window seals
		Dust cob webs high and low
		organize basement storage room
		sweep storage room
		Wash dish, hand towels & cleaning cloths

Daily or every other

Clean entrance windows winter months vacume more often (salt)
Straighten rugs