

Janitors position: For Main Office and OPS Center.

**Teller Area:**

- High Dusting vent, air grids, lighting, and picture frames
- Dust all countertops, furniture and teller tops
- Disinfect marble customer/teller transaction area
- Clean desk- all open areas, dry dust computer screen and disinfect phones
- **NOTE** : If desk is cleaned off completely we will clean completely
- Vacuum all carpet complete

**Break rooms: Daily**

- Wipe off table tops
- Remove trash and replace can liners and disinfect
- Clean and disinfect counter tops
- Clean sinks when free of dishes-remove coffee stains
- Sweep and mop floors with neutral cleaner

**Lobby and Entry Area:**

- Dust furniture tops and chair legs
- Dust window ledges and blinds
- Vacuum all carpet complete
- Sweep and mop all hard surface floors in lobby area
- Clean between doors, high/low dusting
- Clean glass doors inside/out

**Conference Rooms:**

- High dusting all vents, lights and air grids
- Clean tops of conference room tables free of finger prints and straighten chairs
- Dust tops of any furniture
- Vacuum all carpets complete

**Offices:**

- High dusting all vents, lights, and air grids
- Dust blinds 1x per week
- Wipe off window ledges
- Wipe open areas of desk
- Dry dust computer screen

- Clean and disinfect phones
- Dust all furniture tops and chair legs
- Vacuum all carpets complete

**Restrooms: Daily**

- High Dusting all vents, lights, and air grids
- Clean and shine all mirrors, sinks, and fixtures
- Clean and disinfect toilets and urinals inside/outside
- Sweep and mop all floors with disinfectant cleaner
- Restock all paper products and hand soap
- Remove trash and replace can liners as needed

**Additional Services:**

- Clean teller windows
- Clean water fountain
- Spot carpets as need each service
- Clean all carpets, Tile and VCT flooring
- Shampoo Carpets yearly or as needed.