

RECOMMENDED CARE/CLEANING LIST

NOTE: Please use this checklist to confirm that all recommended care items have been completed as scheduled. Any areas of concern should be reported to those responsible for coordinating maintenance activity.

AFTER EVERY MEETING

- Disinfect restroom areas and touch surfaces such as door handles, light switches, water fountains and armrests
- Vacuum carpets in high traffic areas
- Straighten chairs
- Empty trash receptacles as needed

WEEKLY CARE

- Dust furniture
- Sweep exterior entryway
- Clean glass and mirrors
- Wipe down restroom stall doors
- Clean restroom sinks and toilets
- Thoroughly vacuum all carpets
- Sweep/dust mop vinyl and tile floors
- Mop vinyl and tile floors
- Empty trash receptacles as needed
- Replenish supplies
- Organize storage areas