

## JANITORIAL CLEANING SCHEDULE

### FOR COURTHOUSE AND COURTHOUSE ANNEX BUILDINGS:

Based on two (2) day(s) per week and shall include all cleaning supplies, and contractor is to furnish cleaning equipment.

- Vacuum all carpeted areas and empty waste baskets.
- Sweep and mop hall area weekly.
- Clean fingerprints and smudges from doors and walls as needed.
- Clean windows on doors.
- Clean and disinfect all bathrooms.
- Dust all office furnishings, grill work on staircase, conference room fixtures, counters, hall benches and outer areas of bookshelves.
- Wipe window sills and door facings as needed.
- Sweep outside front entrances and wash down as needed.
- The clock area will be checked monthly for cleaning.

### FOR TURNER COUNTY AGRICULTURAL CENTER

Based on two (2) days per week and shall include all cleaning supplies and contractor is to furnish cleaning equipment.

- Vacuum carpet and empty waste baskets.
- Sweep and mop all linoleum and tile floors.
- Clean fingerprints and smudges from door and entrance area.
- Clean and disinfect bathrooms.
- Dust desks, file cabinets, counters and other areas of bookshelves.
- Wash baseboards, window sills and door facings one time per month.
- Remove cobwebs in corners and other areas one time per month.
- Remove blinds and wash two times per year.
- Clean/dust blinds two times per month.
- Sweep outside front entrance area, sweep down cobwebs and other debris from walls and windows.

**Page Two (2) Janitorial Cleaning Schedule – Courthouse, Courthouse Annex, Turner County Agricultural Center, Victoria Evans Memorial Library and Turner County Elections Building**

**FOR VICTORIA EVANS MEMORIAL LIBRARY BUILDING**

Based on one (1) day per week and shall include all cleaning supplies and contractor is to furnish cleaning equipment.

Vacuum all carpeted areas and empty waste baskets.  
Sweep and mop all tile areas.  
Clean and disinfect all restrooms and kitchen area.  
Dust all furniture and fixtures once per week.  
Clean fingerprints and smudges from doors and walls as needed.  
Clean all cobwebs from all areas as needed.  
Sweep outside front entrance.

**FOR TURNER COUNTY ELECTIONS BUILDING**

Based on twice (2 times) a month and shall include all cleaning supplies and contractor is to furnish cleaning equipment.

Vacuum all carpeted areas and empty waste baskets.  
Sweep and mop all tile areas.  
Clean and disinfect all restrooms and kitchen area.  
Dust all furniture and fixtures once per week.  
Clean fingerprints and smudges from doors and walls as needed.  
Clean all cobwebs from all areas as needed.  
Sweep outside front entrance.

- Tuesdays and Thursdays are cleaning days (If you need to change days please speak with County Manager before changing days).