

**ATTACHMENT B – CHECK LIST
DISTRICT 5 CHADRON MAINTENANCE AND CONSTRUCTION OFFICES
123026-Z6, JANITORIAL SERVICES**

Signature: _____

Date: _____

1.	Core duties completed weekly on the same day every week. Work is to be accomplished between the hours of 4:00 P.M. and 5:00 A.M.	√ Check As Duties Are Completed.
a.	Empty all waste receptacles and remove trash from the building into provided dumpsters located outside the building. Damp wipe the waste receptacles and replace the liners.	
b.	Dust mop all hard surface floors in the building, including the front entrance way.	
c.	Damp mop to remove spills and track marks on the floor with appropriate cleaner. Mopped floors shall have a uniform clean appearance with no streaks, swirl marks, detergent residue or any evidence of soil, stains, film, or debris. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc., or mop strands remaining in the area.	
d.	Buff all hard surface floors weekly to maintain a clean, shining finish.	
e	Vacuum all entrance rugs and floor mats. Vacuum all chairs. Spot clean any stains.	
f.	Clean ALL the glass surfaces in the main entryway and glass doors.	
g.	Spot clean all door surfaces, and door handles to remove smudges and finger prints.	
h.	Clean light switch plates, and the wall surfaces around the light switch plates to remove finger prints and smudges.	
i.	Dust all horizontal surfaces/countertops/tables/ as well as chairs, door frames, accessible window sills, ledges, etc. with clean dust cloth and cleaning agent. Janitorial staff is not expected to remove articles from window sills or work surfaces before dusting or cleaning; this will be done by NDOT personnel if they desire to have the area dusted or cleaned.	
j.	Remove cobwebs from windows, ceilings, and wall/floor corners.	
k.	Spot clean interior of glass doors and glass displays with glass cleaner.	
l.	Clean all kitchen sinks and adjoining countertops with spray cleaner/disinfectant.	
m.	Maintain janitorial supply room in a clean, neat and orderly fashion.	

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123026-Z6, JANITORAL SERVICES**

Signature: _____

Date: _____

2.	Restroom cleaning duties completed weekly on the same day every week. Work is to be accomplished between the hours of 4:00 P.M. and 5:00 A.M.	√ Check Off As Duties Are Completed.
a.	Clean rest rooms, including all fixtures, soap and paper towel dispensers, stools and stall partitions, tile walls, shelving, mirrors, urinals, sinks and wall areas around the sinks and urinals with appropriate cleaner. Ensure all water splashes are removed and cleaned from the walls and mirrors.	
b.	Clean the urinals and the inside/outside and rim of the toilet bowl(s) with a toilet brush and disinfectant. Replace deodorant blocks and floor urinal pads monthly or as needed.	
c.	Sweep and wet mop rest room floors with appropriate cleaner and clean fresh water. Mopped floors shall have a uniform clean appearance with no streaks, swirl marks, detergent residue, or evidence of soil, stains, film or debris. There shall be no splash marks or mop streaks on the walls or baseboards or mop strands remaining in the area.	
d.	Scrub the floor around the toilets and urinals with appropriate cleaner and clean fresh water.	
e.	Empty waste receptacles and remove trash from the building into provided dumpsters located outside the building. Damp wipe the waste receptacles and replace liners.	
f.	Refill the toilet paper holders, paper towel and hand soap dispensers as needed.	

3.	Additional Duties Completed Semi-Annually During the First Week of April and October.	√ Check Off As Duties Are Completed.
a.	Strip, wax, and buff all hard surface floors. Clean baseboards to remove splashes.	
b.	Wash all interior and exterior windows. Damp wipe blinds.	
c.	Dust and damp wipe all air conditioning/heating vents.	
d.	Dust and damp wipe all ceiling fans.	

Comments: _____
