

## **TENANT LEASED SPACE**

### **Cleaning Specifications – Providence Health & Service Medical Office Buildings**

#### **Daily cleaning provided five (5) days per week:**

- Empty trash receptacles and dispose of in designated site containment areas
- Change trash liners in patient care areas, including but not limited to exam rooms, restrooms, x-ray, etc.
- Remove cardboard recycling material and place in designated site containment areas (cardboard must be broken down by Tenant)
- Sweep/dust mop hard floor surfaces
- Wet mop and sanitize hard surface floors in patient care areas, restrooms, kitchens, labs, etc.
- Vacuum/spot clean carpeted floor surfaces
- Dust horizontal surfaces under 60", i.e., desks, furniture, counters, cabinets, etc.
- Remove fingerprints and stains from horizontal surfaces under 60"; do not disturb Tenant items
- Sanitize telephones
- Remove fingerprints from woodwork, doors and partition glass
- Clean and sanitize restroom and exam room fixtures, including adjacent counters; do not disturb Tenant items
- Refill, clean and polish all soap/paper dispensers in restrooms, exam rooms, lunch areas, etc.
- Spot clean restroom walls and partitions
- Clean restroom mirrors
- Prepare suite for next day of business, i.e., straighten waiting room chairs, magazines, etc.

#### **Weekly cleaning:**

- Clean baseboards and windowsills
- Dust air vents, grills (wall and ceiling mount)
- Clean and sanitize garbage cans
- Remove paper recycling from all receptacles and place in Building containment areas

#### **Monthly Cleaning:**

- Dust window slats and mini blinds
- Dust horizontal surfaces over 60", including but not limited to ledges and light fixtures
- Dust vertical surfaces
- Buff and wax vinyl flooring in high traffic areas

**Quarterly Cleaning:**

- Buff and wax vinyl flooring in low traffic areas

**Semi-Annual Cleaning:**

- Clean carpeted flooring areas
- Clean interior and exterior windows including relites

**Annual Cleaning:**

- Strip and wax vinyl flooring, using at least 4 coats of commercial grade wax

**Services not included for Tenant space:**

- Cleaning of Tenant owned equipment and furniture
- Plant care, including cleaning of artificial plants
- Defrosting or cleaning of refrigerators, microwaves, coffee machines, etc.
- Washing of dishes or other items left in break areas
- Cleaning of computer screens, keyboards and work surfaces not cleared of papers, supplies, equipment, etc.

**COMMON AREAS**

Common area includes, but not limited to, Building lobbies, entries/alcoves, mail rooms, conference rooms, elevators, stairwells, open seating areas, telephone areas]

**Daily cleaning:**

- Empty interior and exterior trash receptacles and dispose of in designated site containment areas
- Remove recycle material and dispose of in designated site containment areas
- Sweep/dust mop hard floor surfaces
- Wet mop hard surface floors
- Vacuum/spot clean carpeted floor surfaces
- Dust horizontal surfaces under 60", i.e., desks, furniture, counters, cabinets, etc.
- Remove fingerprints and stains from horizontal surfaces under 60"
- Sanitize telephones
- Dust ledges within reach
- Remove fingerprints from woodwork, doors and partition glass
- Clean and sanitize restroom fixtures and counters

- Mop and sanitize restroom floors
- Clean, polish and stock restroom dispensers, including feminine paper products, sanisacs, etc., where applicable
- Clean restroom mirrors
- Clean and sanitize drinking fountains
- Polish elevator doors and control panels
- Vacuum elevator door tracks
- Vacuum entry thresholds and walk off mats
- Clean glass on and around Building entries and suite doors
- Clean/polish metal entrance door frames and hardware
- Sweep exterior walkways that lead to Building entries, spot mop as needed
- Remove trash and spills at Building entries
- Check stairwells for trash, wet mop landings
- Prepare lobbies for next day of business, i.e., straighten chairs, magazines, etc.

**Weekly cleaning:**

- Clean baseboards, windowsills and garbage cans
- Dust window slats and mini blinds
- Dust air vents, grills (wall and ceiling mount)
- Dust lobby/common area artificial plants and artwork
- Wet mop stairwells steps and dust/wipe down handrails

**Monthly Cleaning:**

- Dust horizontal surfaces over 60", including but not limited to ledges and light fixtures
- Dust vertical surfaces
- Buff and wax vinyl flooring in high traffic areas
- Clean carpets in elevators, lobbies and other high traffic areas

**Quarterly Cleaning:**

- Buff and wax vinyl flooring in low traffic areas

**Semi-Annual Cleaning:**

- Clean carpeted flooring areas in low traffic areas
- Clean interior and exterior windows including relites

**Annual Cleaning:**

- Strip and wax vinyl flooring, using at least four coats of commercial grade wax