

Task Schedule

Racine-Kenosha Community Action, 2113 N. Wisconsin Street, Racine, WI
Building – 12,386 Square Feet
Floors – Offices Carpet/Majority of the building terrazzo
Reception Lobby, Offices – General & Private, LL Restrooms, Main Restrooms,
Kitchen, All Conference Rooms
3X per week Service

REGULAR SERVICES

Daily:

- Empty wastebaskets & transport trash to designated area
- Clean and sanitize drinking fountain
- Spot clean reception lobby glass including front door
- Spot Clean entire desk tops
- Clean counter tops
- Recycle Program – Paper and Cardboard

Semi-Weekly:

- Stairways – Sweep

Weekly:

- Dust all exposed filing cabinets, bookcases and shelves
- Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings

Bi-Weekly:

- Dust all horizontal surfaces below 30” including sills, ledges, moldings, and shelves.

RESTROOMS

Daily:

- Clean, sanitize, & polish all vitreous fixtures including toilet bowls, urinals, hand basins
- Clean & polish all chrome fittings
- Clean & sanitize toilet seats
- Clean & polish all glass and mirrors
- Empty all containers and disposals; insert liners as required
- *Wash and sanitize exterior of all garbage receptacles
- Empty and sanitize interior of sanitary container
- Spot clean metal partitions
- Remove spots, stains and splashes from wall area adjacent to hand basins
- Remove finger prints from doors, frames, light switches, kick and push plates, handles, etc
- Refill ALL dispensers to Normal limits – soap, toilet tissue, paper towel, can liners, seat covers

(Supplies furnished by RKCAA)

Weekly:

- Wash and sanitize metal partitions
- Dust all horizontal surfaces- including sills, ledges, moldings, shelves, and ducts.

EATING AREAS – KITCHEN

Daily:

- Wash and sanitize tabletop, damp clean seats and backs of chairs
- Clean/polish sinks
- Empty all containers and disposals
- Wash and sanitize the water dispenser
- Wash and sanitize exterior of all containers
- Clean microwave in/out

Weekly:

Remove fingerprints from doors, frames, light switches, kick and push plates, handles
Clean refrigerator exterior
Clean counter tops, fronts

Bi-Weekly:

Dust all horizontal surfaces to hand height including sills, moldings, ledges, shelves, and frames.
High dust above hand height all horizontal surfaces including shelves, ledges, and moldings

FLOORS, RESILIENT & HARD

Daily:

Dust Mop or Sweep
Damp Mop

FLOORS, CARPET

Daily:

Vacuum walk off mats
Vacuum open areas

GENERAL

Daily:

Leave "At your Service" notice on any observed irregularities (i.e. defective plumbing, unlocked doors, lights left on, inventory requirements and rest room supplies)
Turn off all lights except those to be left on. Close windows and lock all doors.
Report evacuation of building to Security Organization
Notify designated RKCAA staff of any issues discovered, as soon as possible

Semi-Annual:

Customer service visit

Annually:

Formal customer review

- *Vendor must supply cleaning products including dust mops, vacuums, wet mops, brooms, etc.**
- *Vendor must provide appropriate insurance coverage and W-9 upon submission of proposal**
- *Services to be performed after 4:30 pm at both sites.**