

**COL-USA CLEANING SERVICES INC.
JANITORIAL SERVICES SCHEDULE**

A

Building Type: School

Name: **Imagine Charter School at Broward**

Address: 9001 Westview Drive, Coral springs FL

TASK	FREQ	MON	TUE	WED	THU	FRI	MONTHLY			YEARLY		
Restrooms												
Apply Virus cleaner sanitizer to all surfaces.	5W	X	X	X	X	X	AN					
Clean & sanitized all toilets-sinks-urinals-empty & reline trash- wash.	AN	X	X	X	X	X						
mirrors chrome hardware -clean & refill all dispensers (soap, towel, tissue)	1W				X							
Dust partitions, top of mirrors and frames.	AN	X	X	X	X	X						
Damp mop all hard surface floors using a neutral disinfectant cleaner	1W			X					X			
Remove splash marks from walls around basins.	M								X			
Clean A/C vents	1W			X								
Wash & disifectant all partitions -walls-doors frames-air vents-floor drains												
Offices												
	R											X
Shampoo and spot cleaning	R											X
Strip scrub, rinse and apply new finish to all hard surface flooring.	5W	X	X	X	X	X						
Empty & reline all trash containers-dust all surfaces-	1w			X								
Dust surfaces of furnishings, including desktops, files, windowsills, chairs, tables, pictures	2W		X		X							
Damp mop all hard surface floors using a neutral disinfectant cleaner	5W	X	X	X	X	X						
Dust mop and/or sweep all hard surface floors	5W	X	X	X	X	X						
Wipe down tables in lunch area, ligh switches etc	M								X			
Clean A/C vents	5W	X	X	X	X	X						
Vacuum carpets, clean entrance windows.	1YR											
Classrooms												
	R											X
Strip scrub, rinse and apply new finish to all hard surface flooring.	R											X
Shampoo and spot cleaning	5W	X	X	X	X	X						
Empty & reline all trash containers-dust all surfaces-	5W	X	X	X	X	X						

clean main entrance windows

Frequency Legend

EV	Every Visit	3W	3 x week
AN	As Needed	4W	4 x Week
WO	Work Order	5W	5 x week
W	1 x week	M	1 x Month
2W	2 x week	1YR	1 x Year
3W	3 x week	R	by request (extra Fees)
4W	4 x week		
5W	5 x week		
M	1 x month		
5XM	5 x month		
1YR	1 x year		

Planned start time for recurring services:
_____ AM _____ PM

If dayporter(s) assigned, circle days and fill in times:
M TU W TH F SA SU IN:_____ OUT:_____
M TU W TH FR SA SU IN:_____ OUT:_____

Requirements Not covered above: _ Pressure clean out side corridors and clean out side windows with partitions