
Housekeeping Scope of Service

Housekeeping services are provided 5 days per week except for certain holidays, please refer to the holiday schedule. Tenants requiring services beyond those included in the scope of service, per their lease, may contact the VTCRC Administrative Office, and are subject to additional charges. Tenants will be notified when annual services will be provided. *Rev. June 15, 2018*

Housekeeping services include the following:

Office Space:

Duty	Frequency
Empty trash cans and replace liners	Nightly
Vacuum carpeted floors	Nightly
Clean baseboards/wall base	Nightly
Sweep/dust mop hard surface flooring	Nightly
Dust empty window ledges and corners	Nightly
Clean and disinfect kitchen sink(s) and empty counters	Nightly
Mop hard surface flooring	Weekly
Clean inside and outside of entrance glass	Weekly
Clean light fixtures and dust/vacuum HVAC vents	Weekly
Dust tops of cubicles and empty surface area (file cabinets, furniture)	Weekly
Dust blinds	Monthly
Steam clean carpeting	Annually
Buff and wax hard surface flooring	Annually
Clean exterior and interior windows	Annually
Spot clean stains/spills (carpet and/or hard surface flooring)	As needed
Spot clean walls, doors, trash cans	As needed

Lab Space:

Duty	Frequency
Empty trash cans and replace liners	Nightly
Sweep/dust-mop flooring	Nightly
Clean baseboards/wall base	Nightly
Dust empty window ledges and corners	Nightly
Mop hard surface flooring	Weekly
Clean inside and outside of entrance glass	Weekly
Clean light fixtures and dust/vacuum HVAC vents	Weekly
Dust tops of cubicles and empty surface area (file cabinets, furniture)	Weekly
Dust blinds	Monthly
Steam clean carpeting	Annually
Buff and wax hard surface flooring	Annually
Clean exterior and interior windows	Annually
Spot wet-mop soiled areas	As needed
Spot clean walls, door, trash cans	As needed

Restrooms/Showers:

Duty	Frequency
Empty trash cans and replace liners	Nightly
Sweep flooring	Nightly
Clean and disinfect floors, partitions and walls	Nightly
Clean and disinfect sinks and countertops	Nightly
Clean and disinfect commodes, urinals and pipes (in and around)	Nightly
Clean and disinfect shower walls and floors	Nightly
Dust all horizontal surfaces	Nightly
Disinfect door handles and push plates	Nightly
Clean mirrors	Nightly
Restock paper products and soap	Nightly
Clean and disinfect and polish all stainless-steel dispensers	Nightly
Wet-mop floors and rinse with disinfectant detergent	Nightly
Empty Modess disposal units	Nightly
Clean and disinfect pipes to sink fixtures	Weekly
Keep floor drains full (odor eliminator – 1 gallon of dx50 or water)	Weekly
Clean light fixtures and dust/vacuum HVAC vents	Weekly
Spot clean trash cans, walls and doors	As needed

Common Areas:

Duty	Frequency
Empty trash cans and replace liners	Nightly
Vacuum carpeted floors	Nightly
Vacuum/sweep floor mats (interior and exterior)	Nightly
Clean baseboards/wall base	Nightly
Sweep/dust mop hard surface flooring	Nightly
Dust all horizontal surfaces, including door signs	Nightly
Dust window ledges and corners	Nightly
Clean and disinfect drinking fountains, kitchen sink(s) and empty counters	Nightly
Clean doors, entrance glass, storefronts (including ledges)	Nightly
Patrol, collect and dispose of trash around trash cans and recycling centers	Nightly
Empty exterior ashtrays and police within a 20 feet radius of exterior doors	Nightly
Mop hard surface flooring	Weekly
Burnish/buff hard surface flooring	Weekly
Clean light fixtures and dust/vacuum HVAC vents	Weekly
Dust blinds	Monthly
Steam clean carpeting	Annually
Buff and wax hard surface flooring	Annually
Clean exterior windows	Annually
Spot clean stains/spills (carpet and/or hard surface flooring)	As needed
Spot clean walls, doors, trash cans	As needed

Stairwells:

Duty	Frequency
Clean baseboards/wall base	Nightly
Sweep/dust mop hard surface flooring	Nightly
Clean and disinfect hand rails	Nightly
Dust window ledges and corners	Nightly
Mop hard surface flooring	Weekly
Clean light fixtures and dust/vacuum HVAC vents	Weekly
Dust blinds (if applicable)	Monthly
Buff and wax hard surface flooring	Annually
Clean exterior and interior windows	Annually
Spot clean stains/spills (carpet and/or hard surface flooring)	As needed
Spot clean walls	As needed

Elevators:

Duty	Frequency
Vacuum flooring	Nightly
Clean and disinfect control panel and railings	Nightly
Clean interior and exterior doors and walls	Weekly
Clean elevator tracks	Weekly
Clean light fixtures and dust/vacuum HVAC vents	Weekly
Spot clean stains/spills (carpet and/or hard surface flooring)	As needed

Miscellaneous Duties:

Duty	Frequency
Interior doors locked as designated by tenants	Nightly
Turn off lights when services are completed	Nightly
Keep housekeeping closets neat and organized	Nightly
Empty outside trash cans	Nightly
Pick up trash within 20-foot radius of entrances	Nightly
Sweep outside entrances within 20-foot radius	Nightly
Clean exterior and interior windows	Annually
Spot clean walls	As needed