

Highland Justice Center Janitorial Services
5400 Civic Center Drive
Highland Utah 84003

General Office Area (Mon – Wed – Fri):

- Dust furniture, credenzas, tables cabinets
- Dust office equipment as needed (keyboards, computer screens etc..)
- Empty waste containers; remove trash to the designated area, replace container liners.
- Clean entrance glass removing fingerprints, smudges and bugs.
- Vacuum carpeted areas
- Dust mop and/or damp mop ceramic and resilient floors
- Spot clean carpet
- Return chairs, furniture and waste containers to proper positions
- Polish drinking fountains
- Janitors closet to be kept neat, clean, and orderly.
- Lock designated office doors upon completion of cleaning
- Remove any graffiti from wall, compartment partitions, etc.

Restrooms (Each Visit):

- Restock toilet paper, paper towels, hand soap, and other supplies.
- Empty trash containers and garbage taken to designated area.
- Dust sweep and mop ceramic and resilient floor surfaces.
- Clean and sanitize restroom fixtures including toilet bowls, toilet seats, urinals, sinks and door handles.
- Clean and polish mirrors, glass and chrome.
- Wipe walls, toilet compartment partitions and wall switches.

Kitchen or Breakroom areas (Each Visit):

- Damp wipe tabletops, counters, and exteriors of cabinets.
- Empty trash containers and garbage taken to designated area
- Dust sweep and damp mop resilient flooring to remove spills and stains
- Clean and sanitize sinks
- Wipe exterior of refrigerator
- Wipe interior and exterior of microwave

Weekly:

- Sweep sidewalks in front of entrances
- Spot clean waste receptacles
- Clean and sanitize telephones and common office equipment
- Dust window ledges, tops of partitions, and low reaching areas including chair rungs, baseboards, tops of picture frames, molding and bookshelves.
- Dust and remove debris from metal entrance thresholds and door jams.

- Clean lint and dirt from furniture, corners and edges of carpeting.
- Spot clean doors, door frames, furniture, partitions frames and wall switches.

Monthly:

- Dust high reach areas including shelves, ledges, pictures, vents and grills.
- Clean baseboards, carpet edges, and corners.
- Vacuum upholstered furniture
- Clean inside windows
- Clean and polish wooden furniture, wipe down plastic and leather furniture
- De-lime drinking fountains, and sinks.