



Maynard Cleaning Company

Services

General Cleaning:

Dust and clean fixtures and office furniture
Spot clean doors, frames, walls and switches
Clean entrance and partition glass, remove smudges
Clean and sanitize drinking fountains
Damp wipe shelving, frames and other surfaces
Vacuum and/or wipe fabric-leather-plastic furniture
Dust all Venetian blinds
Vacuum and/or wipe fabric-leather-plastic furniture
Dust ceiling vents, fans and light fixtures

Kitchen/Lunch/Break Room Area:

Clean and disinfect kitchen counters, tables and sinks
Clean and disinfect exterior of appliances, as needed
Restock kitchen paper and soap products, as needed

Closing Instructions:

Clean and organize janitorial supplies
Turn off lights, as instructed
Lock doors, as instructed
Set alarms, as instructed

Restroom:

Clean and polish restroom dispensers and fixtures
Clean and disinfect sinks, toilets and urinals
Spot clean tile walls and toilet partitions
Wash restroom floors with germicidal cleaner
Clean and polish restroom metal and mirrors
Restock restroom paper and soap products, as needed
Clean and sanitize restroom partitions with germicidal cleaner
Clean and sanitize sanitary napkin dispensers

Floor Maintenance:

Vacuum carpeted areas
Remove spots from carpeted areas
Dust mop ceramic and resilient flooring
Damp mop flooring