

List of Cleaning Duties at the Annex Building:

Job Duties: Clean the annex building twice per week, provide your own cleaning supplies. Please base your proposal on a set monthly amount.

Clean glass and handles on front doors

Disinfect door handles light switches

Disinfect table, counters, sinks in main areas, offices and kitchen

Take out garbage's

Vacuum all areas

Sweep kitchen

Disinfect bathroom sinks, windex mirrors, clean toilets

Sweep and mop bathroom floor

Mop the tile area in the lobby

Mop kitchen floor and plastic chair mats in offices in main area