

**SCHEDULE OF CLEANING SERVICES  
TOWN HALL & POLICE DEPT**

**Regular Weekly:**

1. Office and common areas-
  - A. Vacuum, sweep, dust, remove cobwebs, empty trash and replace liners
  - B. Clean bathroom **daily** (highest standard).
  - C. Clean all surfaces, including tabletops and chairs.
  - D. Clean handrails
  - E. Empty recycling
2. Restrooms – (highest standard)
  - A. Dispose of all trash; restock all restroom supplies
  - B. Clean and disinfect counters, sinks and surface areas (highest standard)
  - C. Clean and sanitize toilets
  - D. Clean bathroom mirror
  - E. Mop floor (highest standard)

**Monthly:**

1. Dust meeting room blinds
2. Wash interior windows

**Annual:**

1. Base boards (quarterly)
2. Outside windows (quarterly)
3. Clean out light fixtures (twice a year)

**PUBLIC SAFETY FACILITY**

1. Office and common areas-
  - A. Vacuum, sweep, dust, remove cobwebs, empty trash and replace liners
  - B. Clean bathroom **daily** (highest standard).
  - C. Clean all surfaces, including tabletops and chairs.
  - D. Clean handrails
  - E. Empty recycling
2. Restrooms – (highest standard)
  - A. Dispose of all trash; restock all restroom supplies
  - B. Clean and disinfect counters, sinks and surface areas (highest standard)
  - C. Clean and sanitize toilets
  - D. Clean bathroom mirror
  - E. Mop floor (highest standard)

**Monthly:**

1. Dust meeting room blinds
2. Wash interior windows

**Annual:**

1. Base boards (quarterly)
2. Outside windows (quarterly)
3. Clean out light fixtures (twice a year)

**MEMORIAL HALL (Open April-December)**

**After Each Event:**

1. Sweep, vacuum, mop main floors
2. Clean all bathrooms
3. Empty trash

**Monthly:**

1. Wash window sills and interior windows
2. Baseboards

**Annual:**

1. Outside windows

**QUALITY ASSURANCE:** Full-time supervisor as point of contact; telephone or personal check-in monthly; “emergency” phone number required and cell phone. There are times when extreme messes may occur and immediate assistance from your service is required.

The selection of a janitorial contractor shall be made without regard to race, color, sex, age, religion, national origin, sexual orientation, or political affiliation. The Town of Wilmington is an Equal Opportunity Employer and encourages proposals from qualified minority and women-owned businesses.