

# **T & N Cleaning Services LLC**

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## **Service Description**

### **Reception/Waiting Area**

- Entrance glass ( interior/exterior)
- Window ledges 1 x week or as needed
- Dust and damp wipe reception counter area
- Dust and damp wipe waiting tables (straighten magazines)
- Feather dust Art on the wall
- Empty all trash receptacles and reline
- Vacuum, sweep or mop
- Clean baseboards, ceiling vents 1x month \*
- Feather dust blinds 1 x week
- Cobwebs: check and remove from edges and corners
- Dust TV if any
- Vacuum mats
- Disinfect and sanitize light switches

### **Cubicle Area**

- Clean baseboards, ceiling vents 1 x month\*
- Disinfect and sanitize light switches
- Dust open shelves 1 x month or as needed
- Dust computers and desk (damp wipe if needed or desks cleared)
- Empty all receptacles and reline
- Empty shredders and recycle bin as needed
- Vacuum, sweep or mop
- Dust cubicle partitions as needed
- Wipe chairs 1 x month
- Window ledges 1 x week or as needed

### **General and Executive Offices**

- Clean baseboards 1 x month\*
- Ceiling vent 1 x month\*
- Disinfect and sanitize light switches
- Feather dust Art on walls 1 x week
- Cobwebs: check and remove from edges and corners
- Dust open shelves 1x month or as needed

- Dust credenzas (front, top sides bottom as needed)
- Dust computers and desk (damp wipe if needed or desks cleared)
- Wipe chairs 1 x month
- Empty all trash receptacles and reline
- Empty shredders and recycle bin as needed
- Feather dust blinds 1 x week
- Window ledges 1 x week or as needed
- Vacuum carpet

### **Restrooms**

- Restock: paper towels, soap, toilet paper
- Clean and sanitize toilets, urinals
- Dust and clean light fixtures and mirrors, art work
- Clean, disinfect counters, backsplash
- Sweep, mop
- Clean and sanitize sinks, faucets
- Dust air vents 1 x month
- Clean bathroom partitions and rails
- Shine chrome work
- Empty all trash receptacles and reline
- Disinfect Baby changing Station in each visit if any
- Disinfect and sanitize light switches, door handles
- Clean and sanitize showers if any

### **Kitchen**

- Restock: paper towels, soap
- Disinfect and sanitize light switches
- Window ledges 1 x week
- Wipe down trash receptacles
- Clean microwave inside and out
- Clean, disinfect counters, backsplash
- Clean and sanitize sinks, faucets
- Empty all trash receptacles and reline
- Clean exterior surface of appliances, cabinets, dishwasher
- Wipe down tables and chairs
- Mop and sweep floor
- Feather dust Art on walls 1 x week
- Vacuum mats
- Dust fire extinguisher and emergency lights 1 x week
- Clean baseboards, ceiling vents 1 x month\*

- Clean exterior of refrigerator as needed

### **Conference Rooms**

- Feather dust Art work on walls 1 x week
- Clean baseboard, ceiling vents 1 x month\*
- Disinfect and sanitize light switches
- Dust TV, computer as needed
- Empty shredders and recycle bin as needed
- Cobwebs: check and remove from edges and corners
- Clean chairs 1 x month
- Clean and damp wipe conference tables
- Empty all trash receptacles and reline
- Vacuum carpet
- Window ledges 1 x week
- Dust blinds 1 x week

### **Hallways and Common areas**

- Sweep, mop or vacuum
- Feather dust Art work on walls 1 x week
- Window ledges 1 x week
- Dust blinds 1 x week
- Dust fire extinguisher and emergency lights 1 x week
- Dust blinds 1 x week
- Cobwebs: check and remove from edges and corners
- Clean baseboard, ceiling vents 1 x month\*

### **Copy Room**

- Empty all trash receptacles and reline
- Empty shredders and recycle bin as needed
- Dust copy machines and shelves
- Damp wipe counters
- Clean baseboard, ceiling vents 1 x month\*
- Disinfect and sanitize light switches
- Sweep, mop or vacuum
- Cobwebs: check and remove from edges and corners

### **Fitness Center\***

- Disinfect and sanitize locker rooms, showers, toilets
- Restock: paper towels, soap, toilet paper

- ☒ Disinfect exterior of lockers
- ☒ Clean light fixtures
- ☒ Dust TVs as needed
- ☒ Sweep, mop or vacuum
- ☒ Disinfect and sanitize light switches
- ☒ Empty all trash receptacles and reline
- ☒ Clean bathroom partitions and rails
- ☒ Clean, disinfect counters, backsplash, chrome work
- ☒ Dust and disinfect all gym equipment, upholstered seating, frames
- ☒ Clean mirrors, window ledges
- ☒ Dust blinds 1 x week
- ☒ Clean baseboard, ceiling vents 1 x month\*
- ☒ Feather dust Art work on walls 1 x week
- ☒ Cobwebs: check and remove from edges and corners

*All services can be customized to your needs.*

*\*Extra charges may apply\**