

# Cleaning Scope of Services



## Essential Cleaning vs. Premium / Deep Cleaning

### What's the difference?

#### Essential Cleaning

##### Tasks Included

###### 1. General

- Organizing loose, out of place items
- Cleaning and dusting of surfaces, including desks, shelves, and other horizontal services
- Sweeping and mopping of hard floors
- Vacuuming carpets, mats and rugs
- Emptying trash bins and replacing liners
- Wiping down high-touch surfaces (door handles, light switches, etc.)

###### 2. Restroom

- Cleaning and disinfecting toilets, dispensers, sinks, railings, and countertops
- Restocking of client owned towel, tissue, soap, sanitizer, air care, and feminine care consumables
- Sweeping and mopping floors

###### 3. Break Room / Kitchen Cleaning

- Cleaning and disinfecting countertops, tables, and chairs
- Cleaning and disinfecting the exterior of appliances (microwave, refrigerator, toaster, etc.)
- Sweeping and mopping floors
- Cleaning of any trash splash

###### 4. Window / Glass Cleaning

- Cleaning interior glass surfaces, including windows and mirrors

###### 5. Additional Services (if applicable)

- Spot cleaning of walls
- Spot clean tough carpet stains
- Removal of cobwebs, dust bunnies, etc.

#### Premium / Deep Cleaning

##### Tasks Included

###### 1. All Essential Cleaning Tasks

- All tasks outlined under Essential Cleaning

###### 2. Deep Cleaning

- Detailed cleaning, degreasing and dusting of all surfaces, including hard- to-reach areas below 3 feet above 10 feet (baseboards, ceiling fans, light fixtures, blinds, windowsills, etc.)
- Inside cleaning of cabinets and drawers
- Deep cleaning carpets (stain removal, shampoo, and dry)
- Cleaning upholstery (if applicable)
- Polishing furniture and fixtures
- Cleaning exterior main entryway doors and windows

###### 3. Enhanced Restroom Cleaning

- Deep disinfecting of all high-touch surfaces
- Descaling faucets and fixtures
- Cleaning and disinfecting walls and partitions
- Cleaning tile & grout

###### 4. Break Room / Kitchen Cleaning

- Thorough cleaning of interior appliances, cabinets, and drawers.
- Cleaning and disinfecting backsplash

###### 5. Odor/Air care

- Treatment and prevention of odors

###### 6. Drain Care

- Treatment and prevention of odors with multi-purpose enzyme cleaner

###### 7. Dispenser Refill / Restock

- Purchasing and refilling / restocking towel, tissue, soap, sanitizer, air care, and feminine care consumables
- Dispenser installation included for small installs (10 or less, total) dispensers. Hourly rates for installs 10 or more, total.