



**TOWN OF ARCHER LODGE  
14094 BUFFALO ROAD  
CLAYTON, NC 27527**

**CLEANING SERVICES SPECIFICATIONS**

**Breakroom / Restrooms - Weekly**

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- Clean interior glass, excluding outer wall glass, as needed.
- Clean mirrors and all bright work.
- Clean and sanitize drinking fountain.
- Clean and sanitize all sinks.
- Spot clean walls, painted surfaces, finger prints, and carpet, as needed.
- Remove splash marks from walls and around sinks.
- Toilets to be cleaned and sanitized inside and outside.
- Toilet seats to be cleaned on both sides using disinfectant.
- Refill/Stock toilet tissue, hand towels, and soap dispensers.
- Empty waste receptacles and replace liners, as needed, wash as needed.
- Vacuum/sweep all hard floors and mop with disinfectant.
- Dust all ceilings, sills, baseboards, and door frames.
- Clean counters, sinks, exterior of refrigerator (visible sides), microwave (inside and out), table, and cabinets in breakroom.
- Ensure all areas are clean & arranged neatly.

**Offices/Lobby (including Hallway) – Bi-Weekly**

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- Empty waste receptacles and replace liners, as needed. Wash as needed.
- Vacuum all carpets, crevices, and mats.
- Vacuum/sweep all hard floors and mop with disinfectant.
- Clean front entrance glass, and all interior glass, as needed.
- Disinfect all telephones.
- Dust all desks, lamps and lamp shades, chair rungs, wall clocks, and picture frames.
- Dust and polish all tables, and other furniture.
- Clean mirrors, as needed in Lobby.
- Dust all ceilings, sills, baseboards, and door frames.
- Clean exterior of all office equipment (copiers, file cabinets, etc.).
- Spot clean walls, painted surfaces, finger prints, and carpet, as needed.
- Dust ceiling air vent returns.
- Ensure all areas are clean & arranged neatly.



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**CLEANING SERVICES SPECIFICATIONS**

**Council Chambers - Monthly**

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- Empty waste receptacles and replace liners, as needed. Wash as needed.
- Vacuum all carpets, crevices, and mats.
- Vacuum/sweep all hard floors and mop with disinfectant.
- Clean front entrance glass, and interior glass, as needed.
- Dust and polish all tables, fixtures, and other furniture.
- Dust all ceilings, sills, and baseboards, and door frames.
- Dust all ledges, sills, and door frames.
- Spot clean walls and painted surface, finger prints, and carpet as needed
- Ensure all areas are clean & arranged neatly.

**Windows - Semi-Annually**

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- Clean all glass inside and outside.

***Vendors will agree to maintain Workers Comprehensive and General Liability Insurance.***

**Company:** \_\_\_\_\_

**Contract Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Accepted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_