TENANT LEASED SPACE

Cleaning Specifications –
Providence Health & Service Medical Office Buildings

Daily cleaning provided five (5) days per week:
- Empty trash receptacles and dispose of in designated site containment areas
- Change trash liners in patient care areas, including but not limited to exam rooms, restrooms, x-ray, etc.
- Remove cardboard recycling material and place in designated site containment areas (cardboard must be broken down by Tenant)
- Sweep/dust mop hard floor surfaces
- Wet mop and sanitize hard surface floors in patient care areas, restrooms, kitchens, labs, etc.
- Vacuum/spot clean carpeted floor surfaces
- Dust horizontal surfaces under 60”, i.e., desks, furniture, counters, cabinets, etc.
- Remove fingerprints and stains from horizontal surfaces under 60”; do not disturb Tenant items
- Sanitize telephones
- Remove fingerprints from woodwork, doors and partition glass
- Clean and sanitize restroom and exam room fixtures, including adjacent counters; do not disturb Tenant items
- Refill, clean and polish all soap/paper dispensers in restrooms, exam rooms, lunch areas, etc.
- Spot clean restroom walls and partitions
- Clean restroom mirrors
- Prepare suite for next day of business, i.e., straighten waiting room chairs, magazines, etc.

Weekly cleaning:
- Clean baseboards and windowsills
- Dust air vents, grills (wall and ceiling mount)
- Clean and sanitize garbage cans
- Remove paper recycling from all receptacles and place in Building containment areas

Monthly Cleaning:
- Dust window slats and mini blinds
- Dust horizontal surfaces over 60”, including but not limited to ledges and light fixtures
- Dust vertical surfaces
- Buff and wax vinyl flooring in high traffic areas
Quarterly Cleaning:
• Buff and wax vinyl flooring in low traffic areas

Semi-Annual Cleaning:
• Clean carpeted flooring areas
• Clean interior and exterior windows including relites

Annual Cleaning:
• Strip and wax vinyl flooring, using at least 4 coats of commercial grade wax

Services not included for Tenant space:
• Cleaning of Tenant owned equipment and furniture
• Plant care, including cleaning of artificial plants
• Defrosting or cleaning of refrigerators, microwaves, coffee machines, etc.
• Washing of dishes or other items left in break areas
• Cleaning of computer screens, keyboards and work surfaces not cleared of papers, supplies, equipment, etc.

COMMON AREAS

Common area includes, but not limited to, Building lobbies, entries/alcoves, mail rooms, conference rooms, elevators, stairwells, open seating areas, telephone areas]

Daily cleaning:
• Empty interior and exterior trash receptacles and dispose of in designated site containment areas
• Remove recycle material and dispose of in designated site containment areas
• Sweep/dust mop hard floor surfaces
• Wet mop hard surface floors
• Vacuum/spot clean carpeted floor surfaces
• Dust horizontal surfaces under 60”, i.e., desks, furniture, counters, cabinets, etc.
• Remove fingerprints and stains from horizontal surfaces under 60”
• Sanitize telephones
• Dust ledges within reach
• Remove fingerprints from woodwork, doors and partition glass
• Clean and sanitize restroom fixtures and counters
- Mop and sanitize restroom floors
- Clean, polish and stock restroom dispensers, including feminine paper products, sanisacs, etc., where applicable
- Clean restroom mirrors
- Clean and sanitize drinking fountains
- Polish elevator doors and control panels
- Vacuum elevator door tracks
- Vacuum entry thresholds and walk off mats
- Clean glass on and around Building entries and suite doors
- Clean/polish metal entrance door frames and hardware
- Sweep exterior walkways that lead to Building entries, spot mop as needed
- Remove trash and spills at Building entries
- Check stairwells for trash, wet mop landings
- Prepare lobbies for next day of business, i.e., straighten chairs, magazines, etc.
Weekly cleaning:
• Clean baseboards, windowsills and garbage cans
• Dust window slats and mini blinds
• Dust air vents, grills (wall and ceiling mount)
• Dust lobby/common area artificial plants and artwork
• Wet mop stairwells steps and dust/wipe down handrails

Monthly Cleaning:
• Dust horizontal surfaces over 60”, including but not limited to ledges and light fixtures
• Dust vertical surfaces
• Buff and wax vinyl flooring in high traffic areas
• Clean carpets in elevators, lobbies and other high traffic areas

Quarterly Cleaning:
• Buff and wax vinyl flooring in low traffic areas

Semi-Annual Cleaning:
• Clean carpeted flooring areas in low traffic areas
• Clean interior and exterior windows including relites

Annual Cleaning:
• Strip and wax vinyl flooring, using at least four coats of commercial grade wax