

Janitorial/Housekeeping Specifications

JOB DESCRIPTION: Janitor/Housekeeper

Two-week period ending:

Daily	<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Comments</i>
Clean clubhouse common areas											
Clean all rooms											
Empty all trash cans inside the clubhouse and on the pool deck											
Vacuum fitness room carpeting											
Clean all mirrors in fitness room											
Remove fingerprints and smudges from entrance doors, light switches, door knobs and adjacent areas											
Wipe down gym equipment											
Wipe down tables in recreation room											
Maintain, clean, and disinfect kitchen											
Restock all bathroom toilet and towel dispensers											
Sanitize and dry all bathroom bowls, sinks, and urinals											
Clean and polish bathroom mirrors, brightwork & all surfaces											
Sweep and wash all bathroom flooring with germicidal detergent											
Spot mop to remove spills and stains											
Test all elevators daily to ensure operation											
Clean Condo Breezeways											

Janitorial/Housekeeping Specifications

JOB DESCRIPTION: Janitor/Housekeeper

Two-week period ending:

Weekly	<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Comments</i>
Wash windows, inside and out											
Shiela shine & clean inside elevators											
Clean cobwebs & rails in Condo's											
Spot clean/mop condo breezeways											
Sunday's, check all Condo buildings											
Sunday's, clean compactor area											
Sunday's pick up litter on property											
Sunday's clean up kiosk area & empty trash cans											
Clean high areas in Condo breezeways											
Vacuum											
Polish furniture in main lobby											
Clean blinds in all rooms											
Clean fans in exercise room											
Empty and clean refrigerator											
Damp clean and sanitize bath partitions											
Dust all surfaces											

As Required	<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Comments</i>
Prepare areas for hurricane											
Sweep all hard surface floors											
Advise management of any problems that occur that need attention											

Completed by: _____