

Estherville Public Library

Cleaning Schedule

Monday – Friday

At least 3 times per week

- General Areas / Staff Areas
 - Clean and sanitize drinking fountains
 - Clean and sanitize high-touch surfaces (counters, buttons, railings, tables, etc.)
 - Empty trash in the entire building daily
 - Complete a section of flooring on rotation or as-needed
- Restrooms
 - Clean and sanitize all fixtures including sinks, counters, toilet bowls, and urinals
 - Clean mirrors
 - Empty trash and sanitize containers (including in-stall trash receptacles)
 - Clean and sanitize light switches, handles, doors, frames, walls, and partitions as needed
 - Refill all dispensers (toilet paper, paper towel, soap)

Weekly (or more often as-needed)

- Damp mop all hard floors (restrooms, entry)
- Monitor / Spot Clean all other flooring throughout building
- Vacuum carpet throughout building, touching up high-traffic areas as needed
- Order supplies as needed

Occasionally

- Dust all furniture
- Dust all exposed cabinets, desks, ledges, corners, stairs, rails, machines, etc.
- Spot clean interior glass including doors
- Spot clean light switches, handles, doors, frames, and walls as needed

The Contractor will perform other like tasks as required by the library.