

# 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
  - 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.