

Coverall Cleaning Tasks Cheat Sheet

DUSTING AND DISINFECTING

Cleaning Task	Description
Damp Wipe and Disinfect Surfaces – Detail Clean	Thoroughly dust and clean accessible horizontal and vertical surfaces, fixtures and office furniture including file cabinets, desks, credenzas, counter tops, sinks, display units, and window sills.
Damp Wipe and Disinfect Surfaces – Spot Clean	Clean visible soils on horizontal and vertical surfaces, fixtures and offices furniture on days when detail clean is not scheduled.
Dust Vertical or Horizontal Blinds	Clean vertical or horizontal blinds, not to exceed 12 feet from the floor, to remove dust and visible soil.
High and Low Dusting	Dust high and low vertical and horizontal surfaces and corners, such as vents, lights and jambs, not cleaned in the course of normal wiping, not to exceed 12 feet from the floor.
Damp Wipe and Disinfect High Touch Points	Damp wipe and disinfect high touch points, such as light switches and door knobs. Clean both sides of main entrance glass doors.
Clean Internal Glass or Mirrors – Detail Clean	Thoroughly clean internal partition glass (2 sides) or mirrors. Does not include outside windows.
Clean Internal Glass or Mirrors – Spot Clean	Spot clean internal partition glass (2 sides) or mirrors to remove smudges and fingerprints.
Vacuum Furnishings or Wet Wipe	Vacuum fabric-covered furnishings and or wet wipe other furniture to remove visible dust or soil.
Damp Wipe and Disinfect Drinking Fountains and Water Coolers	Damp wipe and disinfect exterior (outside) of drinking fountains and water coolers.
Damp Wipe and Disinfect Telephones	Damp wipe and disinfect desktop telephones.
Damp Wipe and Disinfect Microwave(s) – Detail Clean	Thoroughly damp wipe and disinfect inside and outside of microwave to rinse food contact surfaces.
Damp Wipe and Disinfect Counters, Tables and Sinks – Detail Clean	Thoroughly damp wipe and disinfect counters, tables and sinks.
Damp Wipe and Disinfect Counters, Tables and Sinks – Spot Clean	Spot clean kitchen counters, tables and sinks to remove visible soil.
Damp Wipe and Disinfect Refrigerator – Spot Clean	Spot clean exterior (outside) of refrigerator to remove smudges and fingerprints.

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CARPET AND FLOOR CARE

Cleaning Task	Description
Damp Mop Hard Surface Floors - Detail Clean	Damp mop hard surface floors using a no-dip protocol and changing pad often to ensure removal of dirt.
Damp Mop Hard Surface Floors - Spot Clean	Spot mop visible soil on hard surface floors on days when detail mopping is not scheduled.
Wall-to-Wall Vacuum or Dust Mop Hard Surface Floors	Dry mop hard surface floors using a dust mop, vacuum or dry/wet mop.
Wall-to-Wall Vacuum Carpet - Detail Clean	Detail vacuum accessible carpeted areas with approved HEPA backpack units.
Vacuum Carpet - Spot Clean	Spot vacuum visible soil from carpets on days when wall-to-wall vacuuming is not scheduled.
Remove Carpet Spots	Remove spots under 3-inch diameter from carpeted areas using encapsulating carpet spotting tools. Does not include carpet extraction.

RESTROOM SERVICE

Cleaning Task	Description
Clean and Disinfect Restrooms	<ul style="list-style-type: none"> ▪ Restroom Fixtures: Pre-spray, wipe and polish dispensers and fixtures. Clean and disinfect wash basins, toilet bowls, urinals, and counter tops. ▪ Restroom Walls: Clean accessible walls and toilet partitions to remove visible soil. ▪ Restroom Floors: Mop all floors using coded microfiber flat mopping system and disinfecting finished floor cleaner. ▪ Restroom Mirrors: Polish all chrome and mirrors. ▪ Restroom Supplies: Restock expendable products such as paper towels, toilet tissue, hand soap, liners and deodorant products from customer inventory. ▪ Restroom Trash Removal: Empty trash cans, replace liners, spot clean receptacles as needed and take trash to designated area.

TRASH REMOVAL

Cleaning Task	Description
Empty Cans and Remove Trash	Empty trash that is contained in trash cans, in an area designated specifically for trash, or clearly labeled as trash and transport to customer's trash removal or storage area. Replace liners, spot clean receptacles as needed and take trash to designated area on customer premises. Please note: Any item that is in trash cans, designated trash areas, or clearly labeled as trash will be considered trash regardless of the content, and its loss will not be the responsibility of the Coverall Franchised Business or Coverall.