

COMPASS COMMITMENT TO EXCELLENCE

If for any reason, you are not completely satisfied with our services, we will immediately create and implement an action plan to correct the problem and may even include a credit for the unsatisfactory service.

SAMPLE CLEANING SPECIFICATIONS

Frequency: Monday - Friday

NIGHTLY

- Empty all trash receptacles removing trash to dumpster area.
- Wipe clean all trash receptacles.
- Empty all recycling receptacles, removing to recycling area.
- Dust horizontal surfaces of desktops, counters, tables, filing cabinets and bookshelves, including behind computers, monitors, bases and any movable objects on desks.
- Wipe clean Conference Room tables and chairs.
- Properly arrange Conference Room chairs.
- Wipe clean tables, chairs, counters and exterior of cabinets in Kitchen.
- Wipe clean and disinfect Kitchen sink.
- Wipe clean interior and exterior of microwave and exterior of other Kitchen appliances.
- Wipe clean drinking fountains.
- Wipe clean water dispensers.
- Vacuum all traffic areas of carpeting.
- Dust mop and damp mop all traffic areas of hard surface floors.
- Clean entrance area door glass.
- Spot clean partition glass, as needed.

RESTROOMS

- Stock paper towels, tissue and soap in all dispensers.
- Wipe clean dispensers.
- Empty sanitary napkin receptacles, disinfect and reline.
- Wipe clean and disinfect sinks, counters and mirrors.

- Polish all bright work.
- Wipe clean any splash marks from walls and around sinks.
- Wipe clean and polish mirrors.
- Wipe clean air grills.
- Wipe clean toilet partitions.
- Dust mop and damp mop floor with disinfectant, including corners and edges.
- Pour water down drains to eliminate any odors.
- Wipe clean and disinfect interior and exterior of toilets, toilet seats and urinals.

WEEKLY

- Dust all vertical surfaces of desks, counters, tables, filing cabinets and bookshelves.
- Dust windowsills.
- Dust picture frames.
- Dust chair rails, bases and legs and dust table legs and bases.
- Wipe clean and disinfect telephones.
- Wipe clean and disinfect light switches and door handles.
- Polish drinking fountains.
- Detail vacuum all carpeted areas, including corners and under furniture.
- Damp mop all hard surface floors, including corners and edges and under furniture.
- Damp mop plastic chair mats.
- Vacuum upholstered furniture.
- Damp wipe vinyl and leather furniture.

MONTHLY

- Dust baseboards.
- Dust door frames.
- Dust blinds.
- Dust ceiling fans.
- Dust ceiling corners and remove cobwebs.
- High dust HVAC vents and louvers.