



1.800.518.6276
www.phccleaners.com

Company Name	
Scheduled Services	6 x's per week

MARK WITH AN "X" NEXT TO SERVICE ONCE COMPLETED SIGN BOTTOM ONCE FULLY FINISHED

Reception Area, Independent Offices, Hallways, Patient Rooms	BOLD BOXES TO BE COMPLETED THAT DAY						
	M	T	W	TH	F	SAT	SUN
Wipe down desks and tables free of papers.							
Dust computer monitors and computer towers							
Low dusting (baseboards)							
Vacuum floors within the facility removing any and all dirt and dust build up							
Mop all hard surfaced floors removing any grime or dust visible							
High dusting all (door frames, window frames, corners of walls, fixtures on walls, tops of cabinets)							
Wipe down doors, glass partitions, door frames, window sills, scuffs on walls AS NEEDED							
Clean and organize children toys							
Clean front glass doors in main entrance AS NEEDED							
Remove all trash and recyclables							
Wipe down and sanitize all telephones, light switches and door handles							

Bathrooms	# of Areas	3					
------------------	------------	---	--	--	--	--	--

Bathrooms	BOLD BOXES TO BE COMPLETED THAT DAY						
	M	T	W	TH	F	SAT	SUN
Clean sink, faucet, countertops removing any such dust, dirt or grime.							
Clean and scrub toilets and urinals both internal and external surfaces							
Mop all hard surfaced floors removing any grime or dust visible							
Vacuum floors within the facility removing any and all dirt and dust build up							
High dusting practices include dusting all high areas including vents							
Remove all trash and recyclables EMPTY DIAPER GENIE 2 X'S PER WEEK							
Replenish papertowels, toilet paper and hand soap as needed.							
Clean / wipe down shower							
Clean all interior glass and/or mirror partitions removing finger prints, dust, smudges and etc.							

TURNOVER FOR ADDITIONAL SERVICES ----->

Kitchen/Dining Area	# of Areas	1					
BOLD BOXES TO BE COMPLETED THAT DAY							
Clean sink/faucet and counter tops removing dust, grime and other visible debris							
Wipe down cabinet doors removing any substances or grime visible							
Clean exterior of kitchen appliances removing any dust, grime and dirt build up							
Clean interior of microwave							
Clean interior of fridge MONTHLY	ONCE PER MONTH						
High dusting practices include dusting all high areas removing any such cobwebs and dust.							
Low dusting (baseboards)							
Clean all interior glass and/or mirror partitions removing finger prints, dust, smudges and etc.							
Mop all hard surfaced floors removing any grime or dust visible							
Vacuum floors within the facility removing any and all dirt and dust build up							
Replenish papertowels and hand soap as needed							
Remove all trash and recyclables							
Wipe down all hard surfaces including desks, chairs, tables, counters, etc.							
MANAGER CONFIRMATION SIGNATURE	DATE SIGNED						