

**Hours of Cleaning**  
**Monday to Friday**  
 4pm to 8pm  
**Cleaning Crew**  
 Two cleaners



85 Mattro St. Saint John, NB E2N 0A3.

<p><b><u>Legend</u></b>            1= 1x week            2= 2x week            3= 3x week            4= 4x week            5= 5x week            M= 1x month            T= 2x year            O= 1x year            AR= As required            R = As per Request*            (Schedule is based on Diamond package - 5x Week)</p>	Foyer / Entrances	Offices	Conference Rooms	Bathrooms	Lunch Rooms	Plant Offices
<b><u>Cleaning</u></b>						
Dusting and spot cleaning all horizontal & vertical surfaces	5	5	5	5	5	-
Spot clean all partitions, doors , windows and glasses	5	5	5	5	5	-
Wipe all telephones with germicidal solution including ear and mouth piece	1	1	1	-	-	-
Spot cleaning of walls and baseboards	AR	AR	AR	AR	AR	-
Dust and/or wipe all furniture	5	5	5	-	5	-
Empty all waste receptacles	5	5	5	5	5	5
Replace liners in waste receptacles	5	5	5	5	5	5
Vacuum all carpeted areas	5	5	5	-	-	-
Sweep and mop all non-carpeted floors	5	5	5	5	5	-
Replenish all consumable goods (To be supplied by CFM)	-	-	-	5	5	-

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Sanitize towel cabinet, urinals, toilets, counters, basins, bathroom stalls, door handles	-	-	-	5	-	-
Dust mirrors, lockers, tops of dividers, doors	-	-	-	5	-	-
Clean and polish mirrors	-	-	-	5	-	-
Clean and polish all drinking fountains	-	-	-	-	5	-
Clean Inside fridge	-	-	-	-	M	-
Cleaning of exterior of appliances & Microwaves	-	-	-	-	5	-
Cleaning of counters, tables and chairs	-	-	-	-	5	-
Sweep and Scrub floors	-	-	-	-	-	-
Wipe Handrails	5	5	-	-	-	-
Carpet Cleaning	-	-	T	-	-	-
Strip & Wax / Scrub Hard Surface Flooring	T	T	T	T	T	-
Interior Window Cleaning	T	T	T	T	T	T
Quality Control Inspection	M	M	M	M	M	M

\* Additional services or increases in cleaning intervals are supplementary services, the costs of which will be charged to the customer.