

Offices

Single occupant offices are the lowest priority on the list. When staff is absent, or required to shift around for other events, these areas are ones that have the chance of having service reduced.

Tasks	Frequency
Vacuum carpet	Weekly
Empty recycle containers	Weekly
Spot mop floors	As needed
Empty waste containers	Three times per week
Spot-clean walls, doors and glass	As needed
Change light bulbs	As needed
Dust vents	As needed
Perform interim floor care	Annually
Clean light fixtures	Annually