

ATTACHMENT 1 - APPENDIX “A” – MINIMUM SERVICE SUMMARY

(1ST, 2ND, 3RD DENOTE SHIFTS)

TERMINAL 1 - PRE SECURITY**UPPER LEVEL / MID LEVEL / LOWER LEVEL**

Exterior Sidewalks, Platforms, Curbs & Islands

T1 Metrolink Platform Departing Flights Drive Sidewalk & Courtyards. Arriving Flights

Drive Sidewalk & Island

Safety vests must be worn while working in these areas

Cleaning Duties	Interval	1ST	2ND	3RD
Pan and broom sidewalks, courtyards, islands and platforms. Ensure all areas are free of dirt, debris and cobwebs.	Two times per 8 Hour Shift	x	x	x
Pick-up, remove and discard all trash and debris (this includes debris in planters and seating areas).	Two times per 8 Hour Shift	x	x	x
Wipe down and disinfect the tops of all trash cans.	Two times per 8 Hour Shift	x	x	x
Wipe down and disinfect all railings. Use degreaser as necessary.	Two times per 8 Hour Shift	x	x	x
Wipe down and disinfect all chairs, seats and tables.	Two times per 8 Hour Shift	x	x	x

ENTRYWAYS & EXITS

Upper Level: Exits 1 – 6

Mid Level: Exits 11 - 18

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Pan and broom floors and stairs.	Once per 8 Hour Shift	x	x	x
Exit 12 & Exit 17 - Pan and broom landing, stairs and ramps.	Once per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once per 8 Hour Shift	x	x	x
Wipe down and disinfect chairs, seats and tables.	Once per 8 Hour Shift	x	x	x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Exit 2, 3, 4, 5, & 6 - Vacuum carpeted areas between the sliding doors.	Once per 8 Hour Shift			x
Dust air curtains.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Dust ceiling and light fixtures	Once per 8 Hour Shift			x
Dust and damp wipe window wells and ledges.	Once per 8 Hour Shift			x
Wet mop tile floors and stairs with disinfectant solution.	Once per 8 Hour Shift			x
Exit 12 & Exit 17 - Wet mop landing, stairs and ramps with disinfectant solution.	Once per 8 Hour Shift			x
Replace Walk Off Mats	Weekly (Thursdays) or more as needed based on weather conditions.		x	
Exit 12 - Machine scrub landing, stairs and ramp with disinfectant solution.	Weekly			x
Exit 17 - Machine scrub landing, stairs and ramp with disinfectant solution.	Weekly			x

CORRIDORS & HALLWAYS

Upper Level. Mid Level. Lower Level (T1 Loading Dock area; T1 Bag Room; TSA Matrix Area; Inflight

***Safety vests must be worn while working in T1 Bag Room, T1 Loading Dock & TSA**

Matrix areas*

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Floors & Stairs - Pan and broom trash and litter.	As Needed	x	x	
Floors & Stairs - Spot mop spills and stains.	As Needed	x	x	
Floors & Stairs - Remove gum deposits, tar, glue and scuff marks.	As Needed	x	x	
Terrazzo Floor - Removed scuff marks with tennis ball or other approved method	As Needed	x	x	
Terrazzo Floor - Dust mop with 3M Doodleduster or 3M Easy Trap Duster	As Needed	x	x	
Pick-up and dispose of trash, paper and litter throughout Terminal building.	Every 2 Hours	x	x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Every 2 Hours	x	x	
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift	x	x	
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift	x	x	
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift	x	x	x
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift	x	x	x
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	x	x	x
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags.	Once Every 8 Hour Shift	x	x	x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Report out of service/in need of repair water fountains to Airport Operations.				
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working. Report out of service/hand sanitizer dispensers needing batteries to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect, per fabric care instructions, red chairs and associated tables.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect, per fabric care instructions, red benches.	Once Every 8 Hour Shift	x	x	x
Stage - Vacuum.	Once Every 8 Hour Shift			x
B/C Connector - Vacuum.	Once Every 8 Hour Shift			x
The Meeting Place/Lambert Gallery - Vacuum	Once Every 8 Hour Shift			x
Damp wipe hand sanitizers, signs and bases.	Once Every 8 Hour Shift			x
Stairs - Mop and disinfect stairs.	Once Every 8 Hour Shift			x
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift			x
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Welcome Booths @ Exit 16 & Exit 15 - Vacuum	Once Every 8 Hour Shift			x
Welcome Booths @ Exit 16 & Exit 15 - Clean and disinfect countertops and other hard surfaces	Once Every 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Replace Walk Off Mats	Weekly (Thursdays) or more frequently as needed based on weather conditions.		x	
Stage - Clean and polish piano.	Weekly	x		
Art Display Windows - Cleaning Windows (both sides)	Weekly			x
Red Chairs & Associated Tables - Deep clean and disinfect, per fabric care instructions.	Weekly			x
Red Benches - Deep clean and disinfect, per fabric care instructions.	Weekly			x
Tile Floor - Machine scrub and wax tile floor.	Weekly			x
T1 Bag Room - Pan and broom.	Weekly			x
T1 Bag Room - Remove trash & litter	Weekly			x
T1 Bag Room - Vacuum.	Weekly			x
T1 Bag Room - Machine scrub concrete floor.	Weekly			x
T1 Bag Room - Wipe down and disinfect poles, bollards, vents, signs, etc. Use degreaser as necessary.	Weekly			x
T1 Bag Room - Dust air curtains.	Weekly			x
T1 Bag Room - Dust all light fixtures.	Weekly			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Art Display Windows - Vacuum area behind windows	Monthly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
Terrazzo Floors - Perform quarterly cleaning and maintenance of terrazzo flooring.	Quarterly			x
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
Ticket Counter Office Roofs - Sweep, vacuum, dust and remove all debris on top of ticket counter roofs.	Semi-Annually			x

RESTROOMS & FAMILY ASSISTS

Exit 2 (Metrolink); Exit 6; Joanne Wayne Conference Room; West Public; East Public; Exit 15 (Employee Only); Exit 11; Inflight; T1 Bag Room East End (MT-1054); T1 Bag Room Inside Matrix; T1 Bag Room West End (MT-1071 & MT-1083).

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Restock paper towels, toilet paper and toilet seat covers.	Once Every 30 mins or more frequently as needed	x	x	
Refill paper towel dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill soap dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect stall door handles and locks.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect baby changing tables.	Once Every 30 mins or more frequently as needed	x	x	
Spot clean walls, metal brightwork, and mirrors.	Once Every 30 mins or more frequently as needed	x	x	
Spot mop spills or stains on floor.	Once Every 30 mins or more frequently as needed	x	x	
Pick up litter.	Once Every 30 mins or more frequently as needed	x	x	
Empty all trash and sanitary napkin containers.	Once Every 30 mins or more frequently as needed	x	x	
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 30 mins or more frequently as needed	x	x	
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Complete Restroom Inspection Verification Form.	Once Every 30 mins or more frequently as needed	x	x	
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
In restrooms with tile floors - Wet mop tile floors with a strong germicidal/disinfectant solution. *Special attention should be given to the flooring underneath the toilets,	Once per 8 Hour Shift			x
In restrooms with terrazzo floors: Mop with cold water and disinfectant. Machine buff. Clean baseboards. *Note--Special care must be taken to assure no mop build-up around the edges and corners.	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Form.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains	Weekly (Sundays)			x
Clean and polish stainless steel base molding	Weekly			x
Tile Floors - Machine scrub and wax floors	Weekly			x
Dust and cleaning ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Clean and disinfect inside and outside of all trash containers	Monthly (First Sunday of the Month)			x
Replace urinal screens	Monthly (First Sunday of the Month)			x
Wash walls and remove mold/mildew from tile grout	Monthly (First Sunday of the Month)			x
Change deodorizers	Monthly (First Sunday of the Month)			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x

CUSTODIAL CLOSETS; SLOP SINK AREAS; TRASH ROOMS

Upper Level. Mid Level. Lower Level.

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Unblock trash chutes and compactors.	As Needed	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Pick up trash as needed.	Once Every 2 Hours or more frequently as needed	x	x	x
Breakdown and remove all empty cardboard boxes left on catwalk and in compactor rooms. Cardboard boxes must be broken down and disposed of in appropriate outdoor recycling containers.	Once Every 2 Hours or more frequently as needed	x	x	x
Wipe down and disinfect trash chute doors and walls.	Once Per 8 Hour Shift	x	x	
Spot clean floors and walls.	Once Per 8 Hour Shift	x	x	
Disinfect walls.	Once per 8 Hour Shift			x
Wash and disinfect trash chute door - inside and outside.	Once per 8 Hour Shift			x
Compactor Room Floors - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
T1 Loading Dock Catwalk & Ramp - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
T1 Trash Room Floor Leading to Catwalk - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Custodial Closet Floors - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Monthly			x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	x	x	x

ELEVATORS & ESCALATORS

Elevators: T1-1; T1-2; T1-3; T1-4; T1-5; T1-6; T1G-1; T1G-2; T1G-3; T1G-4; T1G-5; T1G-6.

Escalators: T1-7; T1-8; T1-10; T1-11; T1-12; T1-15; T1-16.

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Floor - Spot mop spills and stains.	As Needed	x	x	
Wipe down and disinfect buttons (interior and exterior).	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once Per 8 Hour Shift	x	x	x
Floor - Mop and disinfect floor (interior elevator)	Once Per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

FIRE STAIRWELLS

Upper Level. Mid Level. Lower Level

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Report any stored items in stairwells to Airport Representative.	As Needed	x	x	x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
Pick up litter.	Once Per 8 Hour Shift	x		
Sweep stairs and landings.	Once Per 8 Hour Shift	x		

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Spot mop stairs and landings.	Once Per 8 Hour Shift	x		
Spot clean walls.	Once Per 8 Hour Shift	x		
Wipe down and disinfect door knobs, handles and handrails.	Once Per 8 Hour Shift	x		
Wet mop and scrub with disinfectant stairs and landings.	Weekly			x
Wipe down and disinfect doors, handrails and posts.	Weekly			x
Dust light fixtures, fire extinguishers, panels and pipes.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

AIRPORT AUTHORITY OFFICES:

AIRPORT POLICE DEPARTMENT; BADGING OFFICE; SECURITY OPERATIONS; SECURITY GUARD OFFICE, BREAKROOM & TRAFFIC CONTROL OFFICE; DETECTIVES OFFICE; AIRPORT ADMINISTRATION OFFICE; PROPERTIES; HR; LEGAL; VESTIBULE BTW HR/LEGAL; IT HELP DESK; B CONCOURSE OFFICES & RESTROOMS; OPS CENTER; COOP; UPPER IT; UCR; FINANCE & ACCOUNTING; IT OFFICES IN FINANCE & ACCOUNTING; OPS & MX; CLIMATE CONTROL-COMPUTER LAB; LOWER IT; CLIMATE CONTROL-EAST PLANT; TERMINAL 2 POLICE SUBSTATION

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Pick up trash/debris.	Once Per 8 Hour Shift	x		
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Refill paper towel dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Wipe down and disinfect tables, chairs, countertops.	Once Per 8 Hour Shift	x		
Wipe down and disinfect high touch areas (door handles, railings, phones, light switches, etc.)	Once Per 8 Hour Shift	x		
Wipe down and disinfect kitchenettes, breakrooms and lunchrooms	Once Per 8 Hour Shift	x		
Spot clean any spills or carpet stains.	Once Per 8 Hour Shift	x		
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift	x		
Clean and polish base moldings.	Once Every 8 Hour Shift	x		
Carpet - Vacuum	Once Every 8 Hour Shift	x		
Tile Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift	x		
Clean and polish base moldings	Once Every 8 Hour Shift	x		
Restock paper towels, toilet paper and toilet seat covers.	Once Every 8 Hour Shift	x		
Refill paper towel dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Refill soap dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 8 Hour Shift	x		
Wipe down and disinfect stall door handles and locks.	Once Every 8 Hour Shift	x		
Spot clean walls, metal brightwork, and mirrors.	Once Every 8 Hour Shift	x		
Spot mop spills or stains on floor.	Once Every 8 Hour Shift	x		

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Pick up litter.	Once Every 8 Hour Shift	x		
Empty all trash and sanitary napkin containers.	Once Every 8 Hour Shift	x		
Clean and disinfect the inside and outside of all toilets and urinals.	Once Every 8 Hour Shift	x		
Clean and disinfect both sides of toilet seats.	Once Every 8 Hour Shift	x		
Clean and disinfect countertops, sinks and faucets.	Once Every 8 Hour Shift	x		
Damp wipe electric eyes for faucets and flush valves, with water only.	Once Every 8 Hour Shift	x		
Clean mirrors.	Once Every 8 Hour Shift	x		
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 8 Hour Shift	x		
Complete Restroom Inspection Form.	Once Every 8 Hour Shift	x		
Replace Walk Off Mats	Weekly (Thursdays) or more frequently as needed based on weather conditions.	x		
Clean and disinfect feminine product machines.	Weekly	x		
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Weekly	x		
Clean, disinfect and polish all metal brightwork.	Weekly	x		
Clean all air vents. Ensure all dust and dirt has been removed.	Weekly	x		

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Clean ceilings and dust light fixtures.	Weekly	x		
Clean drain cover and pour approved solution into floor drains	Weekly (Sundays)	x		
Clean and polish stainless steel base molding	Weekly	x		
Tile Floors - Machine scrub and wax floors	Weekly	x		
Replace urinal screens	Monthly (First Sunday of the Month)	x		
Wash walls and remove mold/mildew from tile grout	Monthly (First Sunday of the Month)	x		
Change deodorizers	Monthly (First Sunday of the Month)	x		
Deep clean and disinfect chairs, per fabric care instructions.	Monthly	x		
Clean and disinfect inside and outside of all trash containers.	Monthly	x		
Dust and spot clean all air conditioning/heating and return air vents.	Monthly	x		
Damp wipe all doors and frames and window ledges.	Monthly	x		
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly	x		
Dust lighting, fixtures and sign faces and tops.	Monthly	x		
Dust and wipe down large cloud-style light fixtures.	Monthly	x		
Clean walls and vertical surfaces.	Monthly	x		

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly	x		
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Quarterly	x		
Sanitize areas with Clorox 360.	Upon Request	x		
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

AIRPORT AUTHORITY OFFICES

JOANNE WAYNE CONFERENCE ROOM; AIRPORT PROPERTIES CONFERENCE ROOM; AIRPORT CONFERENCE ROOM; LINDBERGH CONFERENCE ROOM
MTS-2510; MTN-2450; D-1018; MT-3002

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Pick up trash/debris.	Once Per 8 Hour Shift		x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift		x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	
Wipe down and disinfect tables and chairs.	Once Per 8 Hour Shift		x	
Wipe down and disinfect high touch areas (door handles, light switches, railings, etc.)	Once Per 8 Hour Shift		x	
Spot mop spills or stains on floor.	As Needed		x	
Spot clean any spills or carpet stains.	As Needed		x	
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift		x	

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean and polish base moldings.	Once Every 8 Hour Shift		x	
Carpet - Vacuum.	Once Every 8 Hour Shift		x	
Tile Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift		x	
Clean and polish base moldings	Once Every 8 Hour Shift		x	
Tile Floors - Machine scrub and wax floors	Weekly		x	
Deep clean and disinfect chairs, per fabric care instructions.	Weekly		x	
Clean and disinfect inside and outside of all trash containers.	Monthly		x	
Dust and spot clean all air conditioning/heating and return air vents.	Monthly		x	
Damp wipe all doors and frames and window ledges.	Monthly		x	
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly		x	
Dust lighting, fixtures and sign faces and tops.	Monthly		x	
Dust and wipe down large cloud-style light fixtures.	Monthly		x	
Clean walls and vertical surfaces.	Monthly		x	
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly		x	
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Quarterly		x	
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

B CONCOURSE TRAINING ROOM

B-2004

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Refill sanitizing wipes; test dispenser to verify it is working	Once Every 8 Hour Shift			x
Wipe down and disinfect tables, computer cubicles and chairs.	Once Per 8 Hour Shift			x
Wipe down and disinfect high touch areas (door handles, railings, etc.)	Once Per 8 Hour Shift			x
Spot clean any spills or carpet stains.	As Needed	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Vacuum.	Once Every 8 Hour Shift			x
Deep clean and disinfect, per fabric care instructions, computer chairs.	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust lighting, fixtures and sign faces and tops.	Monthly			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
Deep clean and disinfect, per fabric care instructions, chairs.	Annually			
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

OTHER CLEANING DUTIES

TERMINALS & CONCOURSE - REQUESTS FOR SERVICE; RESTROOM ALERT NOTIFICATIONS; MECHANICAL/ELECTRICAL ROOMS; VACANT SPACES

CLEANING DUTIES	INTERVAL
Respond to requests for service (emergency clean ups, wet spills, bio clean-ups, etc.)	Upon Request
Respond to Restroom Alert notifications.	Upon Request
Pick up trash/debris.	Upon Request
Install/replace walk off mats	Upon Request
Sweep floors.	Upon Request
Carpet - Vacuum.	Upon Request
Tile Floors - Mop with disinfectant cleaner.	Upon Request
Tile Floors - Machine scrub and wax floors	Upon Request

CLEANING DUTIES	INTERVAL
Clean and polish base moldings	Upon Request
Wipe down and disinfect high touch areas (door handles, railings, etc.)	Upon Request
Spot clean any spills or carpet stains.	Upon Request
Clean and polish base moldings	Upon Request
Dust and spot clean all air conditioning/heating and return air vents.	Upon Request
Damp wipe all doors and frames and window ledges.	Upon Request
Dust and spot clean round air conditioning/heating duct at ceiling.	Upon Request
Dust lighting, fixtures and sign faces and tops.	Upon Request
Dust and wipe down large cloud-style light fixtures.	Upon Request
Clean walls and vertical surfaces.	Upon Request
Expansion Joints - remove dirt build-up and clean all joint covers.	Upon Request
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Upon Request
Other cleaning needs as requested.	Upon Request
Special Events	Upon Request

A CHECKPOINT

PASSENGER QUEUEING AREA

The Checkpoints close between 7pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am. Checkpoint hours subject to change.

***To Clean Floors - Stanchions shall be moved out of the Checkpoint area to facilitate cleaning of the queueing area and shall be moved back into the same configuration after work is completed. Any other items near or in the queue lines shall also be relocated and then returned to their original positions.**

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/ When Requested	x	x	x
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris. Use microfiber mops to reduce airborne contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			X
Clean and polish base moldings	Once Every 8 Hour Shift			x
Dust stanchions. Wipe down and disinfect stanchion bases.	Once Every 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Floors - Machine scrub	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Monthly			x

PASSENGER PROCESSING AREA

The Checkpoints close between 7pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.

Checkpoint hours subject to change.

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/ When Requested	x	x	x
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift			x
Clean machinery, chairs, and countertops ensuring they are free of spills, dirt, and debris.	Once Every 8 Hour Shift			x
Clean Explosive Trace Detection (ETD) table legs and base only. The surface of ETD tables are excluded.	Once Every 8 Hour Shift			x
Clean and disinfect silver top tables used for passenger divestment and reconstitution.	Once Every 8 Hour Shift			x
Clean glass holding partitions in passenger screening area.	Once Every 8 Hour Shift			x
Wipe down and disinfect chairs used for passenger reconstitution.	Once Every 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris, including under/around all equipment, corners and edges. Use microfiber mops to reduce airborne contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
Carpeted Areas - Vacuum all carpeted floors.	Once Every 8 Hour Shift			x
Wipe down and disinfect approximately 1600 divesture bins. The inside and outside of each bin should be wiped down and disinfected.	Weekly (Sundays)			x

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Wipe down and disinfect divesture bins carts.	Weekly (Sundays)			x
Sanitize Checkpoint with Clorox 360.	Weekly (Sundays)			x
Floors - Scrub and Wax	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust, wipe down and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust, wipe down and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust, wipe down and spot clean ceilings tiles located near air conditioning/heating ducts.	Monthly			x
Dust and wipe down corridor lighting, fixtures and sign faces and tops.	Monthly			x
Wipe down walls and vertical surfaces.	Monthly			x
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Monthly			x

**"A CONCOURSE
CONCOURSE LEVEL**

CORRIDORS & HALLWAYS

Concourse Level

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Floors - Pan and broom trash and litter.	As Needed	x	x	
Floors - Spot mop spills and stains.	As Needed	x	x	

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Every 2 Hours	x	x	
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift	x	x	
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift	x	x	
Clean and disinfect phones and phone areas (near Gate A8 & Gate A17)	Once Every 8 Hour Shift	x	x	x
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift	x	x	x
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	x	x	x
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect plush fabric chairs per fabric care instructions, tables and stools.	Once Every 8 Hour Shift	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift			x
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Quarterly			x

**"A CONCOURSE
RAMP LEVEL"**

CORRIDORS & HALLWAYS

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Floors - Pan and broom trash and litter.	As Needed			x
Floors - Spot mop spills and stains.	As Needed			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Every 8 Hour Shift			x
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift			x
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift			x
Clean and disinfect phones and phone areas (near Gate A8 & Gate A17)	Once Every 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift			x
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift			x
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Wipe down and disinfect plush fabric chairs per fabric care instructions, tables and stools.	Once Every 8 Hour Shift			x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift			x
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Ramp Level Tile Floor - Machine scrub and wax tile floor.	Weekly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

RESTROOMS & FAMILY ASSISTS

Concourse Level - A2; A8 & A16.

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Once Every 30 mins or more frequently as needed	x	x	
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill soap dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect stall door handles and locks.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect baby changing tables.	Once Every 30 mins or more frequently as needed	x	x	
Spot clean walls, metal brightwork, and mirrors.	Once Every 30 mins or more frequently as needed	x	x	
Spot mop spills or stains on floor.	Once Every 30 mins or more frequently as needed	x	x	
Pick up litter.	Once Every 30 mins or more frequently as needed	x	x	
Empty all trash and sanitary napkin containers.	Once Every 30 mins or more frequently as needed	x	x	
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 30 mins or more frequently as needed	x	x	
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Complete Restroom Inspection Verification Form.	Once Every 30 mins or more frequently as needed	x	x	
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. *Note--Special care must be taken to assure no mop build-up around the edges and corners.	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Form.	Once per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly (Sundays)			x
Clean and polish stainless steel base molding.	Weekly			x
Dust and clean ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Replace urinal screens	Monthly (First Sunday of the Month)			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x
Wash walls and remove mold/mildew from tile grout.	Monthly (First Sunday of the Month)			x
Change deodorizers	Monthly (First Sunday of the Month)			x
Tile Floors - Machine scrub and wax floors	Monthly			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

RESTROOMS

Ramp Level - A16

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Once per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Refill paper towel dispensers; test dispenser to verify they are working.	Once per 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once per 8 Hour Shift			x
Wipe down and disinfect stall door handles and locks.	Once per 8 Hour Shift			x
Wipe down and disinfect baby changing tables.	Once per 8 Hour Shift			x
Spot clean walls, metal brightwork, and mirrors.	Once per 8 Hour Shift			x
Spot mop spills or stains on floor.	Once per 8 Hour Shift			x
Pick up litter.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Complete Restroom Inspection Verification Form.	Once per 8 Hour Shift			x
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. *Note--Special care must be taken to assure no mop build-up around the edges and corners.	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Complete Restroom Inspection Form.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly (Sundays)			x
Clean and polish stainless steel base molding.	Weekly			x
Dust and clean ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Replace urinal screens	Monthly (First Sunday of the Month)			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x
Wash walls and remove mold/mildew from tile grout.	Monthly (First Sunday of the Month)			x
Change deodorizers	Monthly (First Sunday of the Month)			x
Tile Floors - Machine scrub and wax floors	Monthly			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

LACTATION SUITE

A10

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Empty trash can.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Sweep and/or vacuum floor.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect floors.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect countertop and sink.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect furniture.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect door knobs, handles and other high touch items.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Spot clean doors and walls.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Refill soap dispenser; test dispenser to verify it is working.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Refill paper towel dispenser; test dispenser to verify it is working	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Restock all other supplies.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Clean and disinfect door and door frame.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

SERVICE ANIMAL RELIEF AREA (SARA)

A16

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Clean and disinfect turf, area under turf and fire hydrant with an approved disinfectant cleaner specifically for animal environments.	Once per 8 Hour Shift	x	x	x
Refill soap dispenser; test dispenser to verify it is working.	Once per 8 Hour Shift	x	x	x
Refill paper towel dispenser; test dispenser to verify it is working	Once per 8 Hour Shift	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift	x	x	x
Restock pet waste bags.	Once per 8 Hour Shift	x	x	x
Empty trash cans	Once per 8 Hour Shift	x	x	x
Clean and deodorize trash containers.	Once per 8 Hour Shift	x	x	x
Clean and disinfect sinks and chrome fixtures.	Once per 8 Hour Shift	x	x	x
Clean mirrors and shelves.	Once per 8 Hour Shift	x	x	x
Verify pipe covers are on all sink drain pipes underneath sinks. If missing, notify Airport Operations.	Once per 8 Hour Shift	x	x	x
Scrub area under turf with an approved disinfectant cleaner specifically for animal environments.	Monthly			x

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

HOLD ROOMS

Between Gate A3 & Starbucks; Gate A9; Gate A15 (Subject to change)

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Pick up trash/debris.	Once Per 8 Hour Shift	x	x	x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect gate hold chairs and tables.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect plush chairs per fabric care instructions and tables and stools.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect high touch areas (jetway door handles, railings, etc.)	Once Per 8 Hour Shift	x	x	x
Spot clean any spills or carpet stains.	As Needed	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect plush fabric chairs per fabric care instructions, tables and stools.	Once Every 8 Hour Shift	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Vacuum	Once Every 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Deep clean and disinfect, per fabric care instructions, plush chairs and associated tables and stools.	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
Report all items in need of repair, broken/torn/missing seats and tables to Airport Operations.	As Needed	x	x	x

CUSTODIAL CLOSETS; SLOP SINK AREAS & TRASH ROOMS

Concourse Level & Ramp Level

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Unblock trash chutes and compactors.	As Needed	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Pick up trash as needed.	Once Every 2 Hours or more frequently as needed	x	x	x
Breakdown and remove all empty cardboard boxes left on catwalk and in compactor rooms. Cardboard boxes must be broken down and disposed of in appropriate outdoor recycling containers.	Once Every 2 Hours or more frequently as needed	x	x	x
Wipe down and disinfect trash chute doors and walls.	Once Per 8 Hour Shift	x	x	x
Spot clean floors and walls.	Once Per 8 Hour Shift	x	x	
Wash and disinfect walls.	Once per 8 Hour Shift			x
Wash and disinfect trash chute door - inside and outside.	Once per 8 Hour Shift			x
Wet mop and machine scrub compactor room floor with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Scrub and disinfect trash chute doors (inside and outside) and walls.	Monthly			x
Wet mop and machine scrub custodial closet floor with cleaner/degreaser and disinfectant.	Monthly			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	x	x	x

ELEVATORS

A8 & A17

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Floor - Spot mop spills and stains.	As Needed	x	x	
Wipe down and disinfect buttons (interior and exterior).	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once Per 8 Hour Shift	x	x	x
Floor - Mop and disinfect floor (elevator interior; landings, stairs & vestibules)	Once Per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

FIRE STAIRWELLS

8 Stairwells - Doors Ending in "FS"

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Report any stored items in stairwells to Airport Representative.	As Needed	x	x	x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
Pick up litter.	Once Per 8 Hour Shift	x		
Sweep stairs and landings.	Once Per 8 Hour Shift	x		

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Spot mop stairs and landings.	Once Per 8 Hour Shift	x		
Spot clean walls.	Once Per 8 Hour Shift	x		
Wipe down and disinfect door knobs, handles and handrails.	Once Per 8 Hour Shift	x		
Wet mop and scrub with disinfectant stairs and landings.	Weekly			x
Wipe down and disinfect doors, handrails and posts.	Weekly			x
Dust light fixtures, fire extinguishers, panels and pipes.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

C CHECKPOINT PASSENGER QUEUEING AREA

The Checkpoints close between 7pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.

Checkpoint hours subject to change.

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/ When Requested	x	x	x
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris. Use microfiber mops to reduce airborne contaminants.	Once Per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			X
Clean and polish base moldings	Once Every 8 Hour Shift			x
Dust stanchions. Wipe down and disinfect stanchion bases.	Once Every 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Floors - Machine scrub	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

PASSENGER PROCESSING AREA

The Checkpoints close between 7pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.

Checkpoint hours subject to change.

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/ When Requested	x	x	x
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift			x
Clean machinery, chairs, and countertops ensuring they are free of spills, dirt, and debris.	Once Every 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Clean Explosive Trace Detection (ETD) table legs and base only. The surface of ETD tables are excluded.	Once Every 8 Hour Shift			x
Clean and disinfect silver top tables used for passenger divestment and reconstitution.	Once Every 8 Hour Shift			x
Clean glass holding partitions in passenger screening area.	Once Every 8 Hour Shift			x
Wipe down and disinfect chairs used for passenger reconstitution.	Once Every 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris, including under/around all equipment, corners and edges. Use microfiber mops to reduce airborne contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
Carpeted Areas - Vacuum all carpeted floors.	Once Every 8 Hour Shift			x
Wipe down and disinfect approximately 1600 divesture bins. The inside and outside of each bin should be wiped down and disinfected.	Weekly (Sundays)			x
Wipe down and disinfect divesture bins carts.	Weekly (Sundays)			x
Sanitize Checkpoint with Clorox 360	Weekly (Sundays)			x
Floors - Scrub and Wax	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust, wipe down and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust, wipe down and spot clean round air conditioning/heating duct at ceiling.	Monthly			x

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Dust, wipe down and spot clean ceilings tiles located near air conditioning/heating ducts.	Monthly			x
Dust and wipe down corridor lighting, fixtures and sign faces and tops.	Monthly			x
Wipe down walls and vertical surfaces.	Monthly			x
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

**"C CONCOURSE
CONCOURSE LEVEL"
CORRIDORS & HALLWAYS**

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Floors - Pan and broom trash and litter.	As Needed	x	x	
Floors - Spot mop spills and stains.	As Needed	x	x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Every 2 Hours	x	x	
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift	x	x	
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift	x	x	
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift	x	x	x
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift	x	x	x
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	x	x	x

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect, per fabric care instructions, red chairs and associated tables.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect, per fabric care instructions, red benches.	Once Every 8 Hour Shift	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift			x
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Deep clean and disinfect, per fabric care instructions, red chairs and associated tables.	Weekly			x
Deep clean and disinfect, per fabric care instructions, red benches.	Weekly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

CORRIDORS & HALLWAYS

Ramp Level

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Floors - Pan and broom trash and litter.	As Needed			x
Floors - Spot mop spills and stains.	As Needed			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Every 8 Hour Shift			x
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift			x
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift			x
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift			x
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift			x
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Wipe down and disinfect, per fabric care instructions, red chairs and associated tables.	Once Every 8 Hour Shift			x
Wipe down and disinfect, per fabric care instructions, red benches.	Once Every 8 Hour Shift			x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift			x
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Ramp Level Tile Floor - Machine scrub and wax tile floor.	Weekly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

RESTROOMS & FAMILY ASSISTS

Concourse Level - C2; C9; C17; C23 & C28.

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Once Every 30 mins or more frequently as needed	x	x	
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill soap dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 30 mins or more frequently as needed	x	x	

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Wipe down and disinfect stall door handles and locks.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect baby changing tables.	Once Every 30 mins or more frequently as needed	x	x	
Spot clean walls, metal brightwork, and mirrors.	Once Every 30 mins or more frequently as needed	x	x	
Spot mop spills or stains on floor.	Once Every 30 mins or more frequently as needed	x	x	
Pick up litter.	Once Every 30 mins or more frequently as needed	x	x	
Empty all trash and sanitary napkin containers.	Once Every 30 mins or more frequently as needed	x	x	
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 30 mins or more frequently as needed	x	x	
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Complete Restroom Inspection Verification Form.	Once Every 30 mins or more frequently as needed	x	x	
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. *Note--Special care must be taken to assure no mop build-up around the edges and corners.	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift			x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Form.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly (Sundays)			x
Clean and polish stainless steel base molding.	Weekly			x
Dust and clean ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Replace urinal screens	Monthly (First Sunday of the Month)			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x
Wash walls and remove mold/mildew from tile grout.	Monthly (First Sunday of the Month)			x
Change deodorizers	Monthly (First Sunday of the Month)			x
Tile Floors - Machine scrub and wax floors	Monthly			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x

RESTROOMS

Ramp Level - C5

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill paper towel dispensers; test dispenser to verify they are working.	Once per 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once per 8 Hour Shift			x
Wipe down and disinfect stall door handles and locks.	Once per 8 Hour Shift			x
Wipe down and disinfect baby changing tables.	Once per 8 Hour Shift			x
Spot clean walls, metal brightwork, and mirrors.	Once per 8 Hour Shift			x
Spot mop spills or stains on floor.	Once per 8 Hour Shift			x
Pick up litter.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Verification Form.	Once per 8 Hour Shift			x
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. *Note--Special care must be taken to assure no mop build-up around the edges and corners.	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift			x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Form.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly (Sundays)			x
Clean and polish stainless steel base molding.	Weekly			x
Dust and clean ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Replace urinal screens	Monthly (First Sunday of the Month)			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x
Wash walls and remove mold/mildew from tile grout.	Monthly (First Sunday of the Month)			x
Change deodorizers	Monthly (First Sunday of the Month)			x
Tile Floors - Machine scrub and wax floors	Monthly			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x

LACTATION SUITE

C9

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Empty trash can.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Sweep and/or vacuum floor.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect floors.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean and disinfect countertop and sink.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect furniture.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect door knobs, handles and other high touch items.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Spot clean doors and walls.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Refill soap dispenser; test dispenser to verify it is working.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Refill paper towel dispenser; test dispenser to verify it is working	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Restock all other supplies.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Clean and disinfect door and door frame.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

SERVICE ANIMAL RELIEF AREA (SARA)

C24

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Clean and disinfect turf, area under turf and fire hydrant with an approved disinfectant cleaner specifically for animal environments.	Once per 8 Hour Shift	x	x	x
Refill soap dispenser; test dispenser to verify it is working.	Once per 8 Hour Shift	x	x	x
Refill paper towel dispenser; test dispenser to verify it is working	Once per 8 Hour Shift	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift	x	x	x
Clean and disinfect sinks and chrome fixtures.	Once per 8 Hour Shift	x	x	x
Clean mirrors and shelves.	Once per 8 Hour Shift	x	x	x
Empty trash cans.	Once per 8 Hour Shift	x	x	x
Restock pet waste bags.	Once per 8 Hour Shift	x	x	x
Verify pipe covers are on all sink drain pipes underneath sinks. If missing, notify Airport Operations.	Once per 8 Hour Shift	x	x	x
Clean and deodorize trash receptacles.	Once per 8 Hour Shift	x	x	x
Scrub area under turf with an approved disinfectant cleaner specifically for animal environments.	Monthly			x
Clean and disinfect inside and outside of all trash receptacles.	Monthly (First Sunday of the Month)			x

HOLD ROOMS

Gate C2; The Magic House Play Port; Gate C3; Gate C5; Gate C7; Gate C9; Gate C17; Gate C25; Gate C27; Gate C28; Gate C29 & Gate C31 (subject to change)

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Pick up trash/debris.	Once Per 8 Hour Shift	x	x	x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect gate hold chairs and tables.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect plush chairs per fabric care instructions and tables and stools.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect high touch areas (jetway door handles, railings, etc.)	Once Per 8 Hour Shift	x	x	x
Spot clean any spills or carpet stains.	As Needed	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect plush fabric chairs per fabric care instructions, tables and stools.	Once Every 8 Hour Shift	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Dust art work	Once Every 8 Hour Shift			x
Vacuum.	Once Every 8 Hour Shift			x
Deep clean and disinfect, per fabric care instructions, plush chairs and associated tables and stools.	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x

CLEANING DUTIES	INTERVAL	1st	2nd	3rd
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
Report all items in need of repair, broken/torn/missing seats and tables to Airport Operations.	As Needed	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

CUSTODIAL CLOSETS; SLOP SINK AREAS & TRASH ROOMS

Concourse Level & Ramp Level

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Unblock trash chutes and compactors.	As Needed	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Pick up trash as needed.	Once Every 2 Hours or more frequently as needed	x	x	x
Breakdown and remove all empty cardboard boxes left on catwalk and in compactor rooms. Cardboard boxes must be broken down and disposed of in appropriate outdoor recycling containers.	Once Every 2 Hours or more frequently as needed	x	x	x
Wipe down and disinfect trash chute doors and walls.	Once Per 8 Hour Shift	x	x	
Spot clean floors and walls.	Once Per 8 Hour Shift	x	x	
Wash and disinfect walls.	Once per 8 Hour Shift			x
Wash and disinfect trash chute door - inside and outside.	Once per 8 Hour Shift			x
Compactor Room Floor - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Custodial Closet - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Monthly			x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	AT ALL TIMES		

ELEVATORS

C7, C18 & C28

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Floor - Spot mop spills and stains.	As Needed	x	x	
Wipe down and disinfect buttons (interior and exterior).	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once Per 8 Hour Shift	x	x	x
Floor - Mop and disinfect floor (interior elevator; landings, stairs & vestibules)	Once Per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

FIRE STAIRWELLS

Stairwells - Doors Ending in "FS"

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Report any stored items in stairwells to Airport Representative.	As Needed	x	x	x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
Pick up litter.	Once Per 8 Hour Shift	x		
Sweep stairs and landings.	Once Per 8 Hour Shift	x		
Spot mop stairs and landings.	Once Per 8 Hour Shift	x		
Spot clean walls.	Once Per 8 Hour Shift	x		
Wipe down and disinfect door knobs, handles and handrails.	Once Per 8 Hour Shift	x		
Wet mop and scrub with disinfectant stairs and landings.	Weekly			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Wipe down and disinfect doors, handrails and posts.	Weekly			x
Dust light fixtures, fire extinguishers, panels and pipes.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

D CONCOURSE
CONCOURSE LEVEL
CORRIDORS & HALLWAYS

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Every 8 Hour Shift	x		
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	x		
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift	x		
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Floors - Pan and broom trash and litter.	Upon Request	Upon Request		
Floors - Spot mop spills and stains.	Upon Request	Upon Request		
Floors - Vacuum.	Upon Request	Upon Request		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Spot clean walls and metal brightwork.	Upon Request	Upon Request		
Wipe down and disinfect railings and hand rails.	Upon Request	Upon Request		
Clean and disinfect phones and phone areas.	Upon Request	Upon Request		
Clean walls, floor, ceiling and air vent at water fountain area.	Upon Request	Upon Request		
Clean signs and hand sanitizers and bases.	Upon Request	Upon Request		
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Upon Request	Upon Request		
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Upon Request	Upon Request		
Clean and polish base moldings	Upon Request	Upon Request		
Ramp Level Tile Floor - Machine scrub and wax tile floor.	Upon Request	Upon Request		
Dust and spot clean all air conditioning/heating and return air vents.	Upon Request	Upon Request		
Damp wipe all doors and frames and window ledges.	Upon Request	Upon Request		
Dust and spot clean round air conditioning/heating duct at ceiling.	Upon Request	Upon Request		
Dust corridor lighting, fixtures and sign faces and tops.	Upon Request	Upon Request		
Dust and wipe down large cloud-style light fixtures.	Upon Request	Upon Request		
Clean walls and vertical surfaces.	Upon Request	Upon Request		
Clean and disinfect inside and outside of all trash containers.	Upon Request	Upon Request		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Expansion Joints - remove dirt build-up and clean all joint covers.	Upon Request	Upon Request		
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Upon Request	Upon Request		

FAMILY ASSIST & WATER FOUNTAIN - RESTROOMS (On Request)

Concourse Level

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Once Per 8 Hour Shift	x		
Refill paper towel dispensers; test dispenser to verify they are working.	Once Per 8 Hour Shift	x		
Refill soap dispensers; test dispensers to verify they are working.	Once Per 8 Hour Shift	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Per 8 Hour Shift	x		
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Per 8 Hour Shift	x		
Wipe down and disinfect stall door handles and locks.	Once Per 8 Hour Shift	x		
Wipe down and disinfect baby changing tables.	Once Per 8 Hour Shift	x		
Spot clean walls, metal brightwork, and mirrors.	Once Per 8 Hour Shift	x		
Spot mop spills or stains on floor.	Once Per 8 Hour Shift	x		
Pick up litter.	Once Per 8 Hour Shift	x		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Empty all trash and sanitary napkin containers.	Once Per 8 Hour Shift	x		
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Per 8 Hour Shift	x		
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Per 8 Hour Shift	x		
Report all out of service equipment/items in need of repair to Airport Operations.	Once Per 8 Hour Shift	x		
Complete Restroom Inspection Verification Form.	Once Per 8 Hour Shift	x		
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. *Note--Special care must be taken to assure no mop build-up around the edges and corners.	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly (Sundays)			x
Clean and polish stainless steel base molding.	Weekly			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Dust and clean ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Replace urinal screens	Monthly (First Sunday of the Month)			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x
Wash walls and remove mold/mildew from tile grout.	Monthly (First Sunday of the Month)			x
Change deodorizers	Monthly (First Sunday of the Month)			x
Tile Floors - Machine scrub and wax floors	Monthly			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x

CUSTODIAL CLOSETS; SLOP SINK AREAS & TRASH ROOMS

Concourse Level & Ramp Level

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Unblock trash chutes and compactors.	As Needed	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Pick up trash as needed.	Once Per 8 Hour Shift	x	x	x
Breakdown and remove all empty cardboard boxes left on catwalk and in compactor rooms. Cardboard boxes must be broken down and	Once Per 8 Hour Shift	x	x	x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
disposed of in appropriate outdoor recycling containers.				
Wipe down and disinfect trash chute doors and walls.	Once Per 8 Hour Shift	x	x	
Spot clean floors and walls.	Once Per 8 Hour Shift	x	x	
Wash and disinfect walls.	Once per 8 Hour Shift			x
Wash and disinfect trash chute door - inside and outside.	Once per 8 Hour Shift			x
Compactor Room Floor - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Custodial Closet - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Monthly			x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	AT ALL TIMES		
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

ELEVATORS

D8

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Floor - Spot mop spills and stains.	Upon Request	Upon Request		
Wipe down and disinfect buttons (interior and exterior).	Upon Request	Upon Request		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Wipe down and disinfect handrails.	Upon Request	Upon Request		
Floor - Mop and disinfect floor (interior elevator; landings, stairs & vestibules)	Upon Request	Upon Request		

FIRE STAIRWELLS

Stairwells - Doors Ending in "FS"

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Report any stored items in stairwells to Airport Representative.	As Needed	x	x	x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
Pick up litter.	Once Per 8 Hour Shift	x		
Sweep stairs and landings.	Once Per 8 Hour Shift	x		
Spot mop stairs and landings.	Once Per 8 Hour Shift	x		
Spot clean walls.	Once Per 8 Hour Shift	x		
Wipe down and disinfect door knobs, handles and handrails.	Once Per 8 Hour Shift	x		
Wet mop and scrub with disinfectant stairs and landings.	Weekly			x
Wipe down and disinfect doors, handrails and posts.	Weekly			x
Dust light fixtures, fire extinguishers, panels and pipes.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

**TERMINAL 2 - PRE SECURITY
UPPER LEVEL / LOWER LEVEL**

Exterior Curbs & Sidewalks

Departing Flights Drive Sidewalk; T2 Metrolink Platform & Elevator Vestibule; Arriving Flights Drive Sidewalk & Island & "U"

Safety vests must be worn while working in these areas

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Pan and broom sidewalks, courtyards, islands and platforms. Ensure all areas are free of dirt, debris and cobwebs.	Two times per 8 Hour Shift	x	x	x
Pick-up, remove and discard all trash and debris (this includes debris in planters and seating areas).	Two times per 8 Hour Shift	x	x	x
Wipe down and disinfect the tops of all trash cans.	Two times per 8 Hour Shift	x	x	x
Wipe down and disinfect all railings and poles. Use degreaser as necessary.	Two times per 8 Hour Shift	x	x	x
Wipe down and disinfect all chairs, seats and tables.	Two times per 8 Hour Shift	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

ENTRYWAYS & EXITS

Upper Level: Exits 1 - 3

Lower Level: Exits 10 - 16

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Pan and broom floors and stairs.	Once per 8 Hour Shift	x	x	x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Exit 16 - Pan and broom landing, stairs and ramps.	Once per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once per 8 Hour Shift	x	x	x
Wipe down and disinfect chairs, seats and tables.	Once per 8 Hour Shift	x	x	x
Revolving Doors - Remove dust and debris from inside the revolving door floor area	Once per 8 Hour Shift	x	x	x
Dust air curtains.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Dust ceiling and light fixtures	Once per 8 Hour Shift			x
Dust and damp wipe window wells and ledges.	Once per 8 Hour Shift			x
Wet mop tile floors and stairs with disinfectant solution.	Once per 8 Hour Shift			x
Vacuum	Once per 8 Hour Shift			x
Replace Walk Off Mats	Weekly (Thursdays) or more frequently as needed based on weather conditions.	x		
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

CORRIDORS & HALLWAYS

Upper Level. Lower Level.

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Floors & Stairs - Pan and broom trash and litter.	As Needed	x	x	
Floors & Stairs - Spot mop spills and stains.	As Needed	x	x	
Terrazzo Floor - Removed scuff marks with tennis ball or other approved method	As Needed	x	x	
Terrazzo Floor - Dust mop with 3M Doodleduster or 3M Easy Trap Duster	As Needed	x	x	
Pick-up and dispose of trash, paper and litter throughout Terminal building.	Every 2 Hours	x	x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Every 2 Hours	x	x	
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift	x	x	
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift	x	x	
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift	x	x	x
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift	x	x	x
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	x	x	x
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Wipe down and disinfect chairs, seats and tables.	Once per 8 Hour Shift	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift			x
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Replace Walk Off Mats	Weekly (Thursdays) or more frequently as needed based on weather conditions.	x		
Tile Floor - Machine scrub and wax tile floor.	Weekly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
Terrazzo Floors - Perform quarterly cleaning and maintenance of terrazzo flooring.	Quarterly			x
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
Ticket Counter Office Roofs - Sweep, vacuum, dust and remove all debris on top of ticket counter roofs.	Semi-Annually			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

RESTROOMS & FAMILY ASSISTS

Upper Level: Exit 3. Lower Level: Exit 12 & Exit 16

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Restock paper towels, toilet paper and toilet seat covers.	Once Every 30 mins or more frequently as needed	x	x	
Refill paper towel dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill soap dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 30 mins or more frequently as needed	x	x	

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Wipe down and disinfect stall door handles and locks.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect baby changing tables.	Once Every 30 mins or more frequently as needed	x	x	
Spot clean walls, metal brightwork, and mirrors.	Once Every 30 mins or more frequently as needed	x	x	
Spot mop spills or stains on floor.	Once Every 30 mins or more frequently as needed	x	x	
Pick up litter.	Once Every 30 mins or more frequently as needed	x	x	
Empty all trash and sanitary napkin containers.	Once Every 30 mins or more frequently as needed	x	x	
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 30 mins or more frequently as needed	x	x	
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Complete Restroom Inspection Verification Form.	Once Every 30 mins or more frequently as needed	x	x	
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. *Note--Special care must be taken to assure no mop build-up around the edges and corners.	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Form.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly (Sundays)			x
Clean and polish stainless steel base molding.	Weekly			x
Tile Floors - Machine scrub and wax floors	Weekly			x
Dust and cleaning ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x
Replace urinal screens	Monthly (First Sunday of the Month)			x
Wash walls and remove mold/mildew from tile grout.	Monthly (First Sunday of the Month)			x
Change deodorizers	Monthly (First Sunday of the Month)			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

CUSTODIAL CLOSETS; SLOP SINK AREAS & TRASH ROOMS

Upper Level. Lower Level.

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Unblock trash chutes and compactors.	As Needed	x	x	x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Pick up trash as needed.	Once Every 2 Hours or more frequently as needed	x	x	x
Breakdown and remove all empty cardboard boxes left on catwalk and in compactor rooms. Cardboard boxes must be broken down and disposed of in appropriate outdoor recycling containers.	Once Every 2 Hours or more frequently as needed	x	x	x
Wipe down and disinfect trash chute doors and walls.	Once Per 8 Hour Shift	x	x	
Spot clean floors and walls.	Once Per 8 Hour Shift	x	x	
Wash and disinfect walls.	Once per 8 Hour Shift			x
Wash and disinfect trash chute door - inside and outside.	Once per 8 Hour Shift			x
T2 Loading Dock Hallway & Ramp - Wet mop and scrub with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Compactor Room Floor - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Custodial Closet - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	AT ALL TIMES		

ELEVATORS & ESCALATORS

Elevators: T2-1; T2-2; T2G-1; T2G-2; T2G-3; T2G-4 (T2 Metrolink).

Escalators: T2-3 & T2-4.

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Floor - Spot mop spills and stains.	As Needed	x	x	x
Wipe down and disinfect buttons (interior and exterior).	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once Per 8 Hour Shift	x	x	x
Floor - Mop and disinfect floor (interior elevator)	Once Per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

FIRE STAIRWELLS

Stairwells - Doors Ending in "FS"

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Report any stored items in stairwells to Airport Representative.	As Needed	x	x	x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
Pick up litter.	Once Per 8 Hour Shift	x		
Sweep stairs and landings.	Once Per 8 Hour Shift	x		
Spot mop stairs and landings.	Once Per 8 Hour Shift	x		
Spot clean walls.	Once Per 8 Hour Shift	x		
Wipe down and disinfect door knobs, handles and handrails.	Once Per 8 Hour Shift	x		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Wet mop and scrub with disinfectant stairs and landings.	Weekly			x
Wipe down and disinfect doors, handrails and posts.	Weekly			x
Dust light fixtures, fire extinguishers, panels and pipes.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

T2 TRAINING ROOM

E-1079

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Refill sanitizing wipes; test dispenser to verify it is working	Once Every 8 Hour Shift			
Wipe down and disinfect tables, computer cubicles and chairs.	Once Per 8 Hour Shift			x
Wipe down and disinfect high touch areas (door handles, light switches, telephones, etc.)	Once Per 8 Hour Shift			x
Spot clean any spills or carpet stains.	As Needed	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Vacuum.	Once Every 8 Hour Shift			x
Deep clean and disinfect, per fabric care instructions, computer chairs.	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

E CHECKPOINT PASSENGER QUEUEING AREA

The Checkpoints close between 7pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.

Checkpoint hours subject to change.

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/When Requested	x	x	
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris. Use microfiber mops to reduce airborne contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
To Clean Floors - Stanchions shall be moved out of the Checkpoint area to facilitate cleaning of the queueing area and shall be moved back into the same configuration after work is completed. Any other items near or in the queue lines shall also be relocated and then returned to their original positions.				
Clean and polish base moldings	Once Every 8 Hour Shift			x
Dust stanchions. Wipe down and disinfect stanchion bases.	Once Every 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Floors - Machine scrub	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x

PASSENGER PROCESSING AREA

The Checkpoints close between 8pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.

Checkpoint hours subject to change.

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/When Requested	x	x	
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift			x
Clean machinery, chairs, and countertops ensuring they are free of spills, dirt, and debris.	Once Every 8 Hour Shift			x
Clean Explosive Trace Detection (ETD) table legs and base only. The surface of ETD tables are excluded.	Once Every 8 Hour Shift			x
Clean and disinfect silver top tables used for passenger divestment and reconstitution.	Once Every 8 Hour Shift			x
Clean glass holding partitions in passenger screening area.	Once Every 8 Hour Shift			x
Wipe down and disinfect chairs used for passenger reconstitution.	Once Every 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris, including under/around all equipment, corners and edges. Use microfiber mops to reduce airborne contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
Carpeted Areas - Vacuum all carpeted floors.	Once Every 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Wipe down and disinfect approximately 1600 divesture bins. The inside and outside of each bin should be wiped down and disinfected.	Weekly (Sundays)			x
Wipe down and disinfect divesture bins carts.	Weekly (Sundays)			x
Sanitize Checkpoint with Clorox 360	Weekly (Sundays)			x
Floors - Scrub and Wax	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x
Dust, wipe down and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust, wipe down and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust, wipe down and spot clean ceilings tiles located near air conditioning/heating ducts.	Monthly			x
Dust and wipe down corridor lighting, fixtures and sign faces and tops.	Monthly			x
Wipe down walls and vertical surfaces.	Monthly			x
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Quarterly			x

F CHECKPOINT PASSENGER QUEUEING AREA

The Checkpoints close between 8pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.

Checkpoint hours subject to change.

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/When Requested	x	x	
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris. Use microfiber mops to reduce airborne contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
To Clean Floors - Stanchions shall be moved out of the Checkpoint area to facilitate cleaning of the queueing area and shall be moved back into the same configuration after work is completed. Any other items near or in the queue lines shall also be relocated and then returned to their original positions.				
Clean and polish base moldings	Once Every 8 Hour Shift			x
Dust stanchions. Wipe down and disinfect stanchion bases.	Once Every 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Floors - Machine scrub	Weekly			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x

PASSENGER PROCESSING AREA

The Checkpoints close between 8pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.

Checkpoint hours subject to change.

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/When Requested	x	x	
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift			x
Clean machinery, chairs, and countertops ensuring they are free of spills, dirt, and debris.	Once Every 8 Hour Shift			x
Clean Explosive Trace Detection (ETD) table legs and base only. The surface of ETD tables are excluded.	Once Every 8 Hour Shift			x
Clean and disinfect silver top tables used for passenger divestment and reconstitution.	Once Every 8 Hour Shift			x
Clean glass holding partitions in passenger screening area.	Once Every 8 Hour Shift			x
Wipe down and disinfect chairs used for passenger reconstitution.	Once Every 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris, including under/around all equipment, corners	Once Per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
and edges. Use microfiber mops to reduce airborne contaminants.				
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
Carpeted Areas - Vacuum all carpeted floors.	Once Every 8 Hour Shift			x
Wipe down and disinfect approximately 1600 divesture bins. The inside and outside of each bin should be wiped down and disinfected.	Weekly (Sundays)			x
Wipe down and disinfect divesture bins carts.	Weekly (Sundays)			x
Sanitize Checkpoint with Clorox 360	Weekly (Sundays)			x
Floors - Scrub and Wax	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x
Dust, wipe down and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust, wipe down and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust, wipe down and spot clean ceilings tiles located near air conditioning/heating ducts.	Monthly			x
Dust and wipe down corridor lighting, fixtures and sign faces and tops.	Monthly			x
Wipe down walls and vertical surfaces.	Monthly			x
High Dusting - Dust, vacuum and wipe down all high celing areas where dust can accumulate	Quarterly			x

**TERMINAL 2 - POST SECURITY
UPPER LEVEL / LOWER LEVEL**

CORRIDORS & HALLWAYS

Upper Level / Lower Level (Btw Gate E33 & E34 & TSA OSAR Space)

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Floors - Pan and broom trash and litter.	As Needed	x	x	
Floors - Spot mop spills and stains.	As Needed	x	x	
Replace walk off mats	Weekly (Thursdays) or more as needed based on weather conditions.	x	x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Every 2 Hours	x	x	
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift	x	x	
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift	x	x	
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift	x	x	x
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift	x	x	x
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	x	x	x
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift	x	x	x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift			x
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Once Every 8 Hour Shift			x
Vacuum carpeted areas.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Ramp Level Tile Floor - Machine scrub and wax tile floor.	Weekly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

RESTROOMS & FAMILY ASSISTS

Upper Level: E10; E18; E33 & E40. Lower Level: D-1440; D-1442 & TSA OSAR (D-1434A & D-1434B).

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Refill paper towel dispensers; test dispenser to verify they are working.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Refill soap dispensers; test dispensers to verify they are working.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Wipe down and disinfect stall door handles and locks.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Wipe down and disinfect baby changing tables.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Spot clean walls, metal brightwork, and mirrors.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Spot mop spills or stains on floor.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Pick up litter.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Empty all trash and sanitary napkin containers.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Report all out of service equipment/items in need of repair to Airport Operations.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Complete Restroom Inspection Verification Form.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. *Note--Special care must be taken to assure no mop build-up around the edges and corners.	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Form.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly (Sundays)			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean and polish stainless steel base molding.	Weekly			x
Dust and clean ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Replace urinal screens	Monthly (First Sunday of the Month)			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x
Wash walls and remove mold/mildew from tile grout.	Monthly (First Sunday of the Month)			x
Change deodorizers	Monthly (First Sunday of the Month)			x
Tile Floors - Machine scrub and wax floors	Monthly			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

LACTATION SUITE

E33

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Empty trash can.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Sweep and/or vacuum floor.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean and disinfect floors.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect countertop and sink.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect furniture.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean and disinfect door knobs, handles and other high touch items.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Spot clean doors and walls.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Refill paper towel dispensers; test dispenser to verify they are working.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Refill soap dispensers; test dispensers to verify they are working.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Restock all other supplies.	After <u>EACH USE</u> , or <u>ONCE PER SHIFT</u>	x	x	x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Clean and disinfect door and door frame.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

SERVICE ANIMAL RELIEF AREA (SARA)

E4 & E40

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean and disinfect turf, area under turf and fire hydrant with an approved disinfectant cleaner specifically for animal environments.	Once per 8 Hour Shift	x	x	x
Refill soap dispenser; test dispenser to verify it is working.	Once per 8 Hour Shift	x	x	x
Refill paper towel dispenser; test dispenser to verify it is working	Once per 8 Hour Shift	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift	x	x	x
Clean and disinfect sinks and chrome fixtures.	Once per 8 Hour Shift	x	x	x
Clean mirrors and shelves.	Once per 8 Hour Shift	x	x	x
Empty trash cans.	Once per 8 Hour Shift	x	x	x
Restock pet waste bags.	Once per 8 Hour Shift	x	x	x
Verify pipe covers are on all sink drain pipes underneath sinks. If missing, notify Airport Operations.	Once per 8 Hour Shift	x	x	x
Clean and deodorize trash receptacles.	Once per 8 Hour Shift	x	x	x
Scrub area under turf with an approved disinfectant cleaner specifically for animal environments.	Monthly			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean ceilings and dust light fixtures.	Monthly			x
Clean all air vents. Ensure all dust and dirt has been removed.	Monthly			x
Clean and disinfect inside and outside of all trash receptacles.	Monthly (First Sunday of the Month)			x

HOLD ROOMS

E29 (subject to change)

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Pick up trash/debris.	Once Per 8 Hour Shift	x	x	x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect gate hold chairs and tables.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect plush chairs per fabric care instructions and tables and stools.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect high touch areas (jetway door handles, railings, etc.)	Once Per 8 Hour Shift	x	x	x
Spot clean any spills or carpet stains.	As Needed	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect plush fabric chairs per fabric care instructions, tables and stools.	Once Every 8 Hour Shift	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean and polish base moldings	Once Every 8 Hour Shift			x
Vacuum.	Once Every 8 Hour Shift			x
Deep clean and disinfect, per fabric care instructions, plush chairs and associated tables and stools.	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Quarterly			x
Report all items in need of repair, broken/torn/missing seats and tables to Airport Operations.	As Needed	x	x	x

CUSTODIAL CLOSETS; SLOP SINK AREAS & TRASH ROOMS

Upper Level / Lower Level

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Unblock trash chutes and compactors.	As Needed	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Pick up trash as needed.	Once Every 2 Hours or more frequently as needed	x	x	x
Breakdown and remove all empty cardboard boxes left on catwalk and in compactor rooms. Cardboard boxes must be broken down and disposed of in appropriate outdoor recycling containers.	Once Every 2 Hours or more frequently as needed	x	x	x
Wipe down and disinfect trash chute doors and walls.	Once Per 8 Hour Shift	x	x	
Spot clean floors and walls.	Once Per 8 Hour Shift	x	x	
Wash and disinfect walls.	Once per 8 Hour Shift			x
Wash and disinfect trash chute door - inside and outside.	Once per 8 Hour Shift			x
Compactor Room Floor: Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Custodial Closet Floor: Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Monthly			x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	AT ALL TIMES		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

ELEVATORS

Elevators: E-1; E-2; E-3; E-4; E-5; E-6

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Floor - Spot mop spills and stains.	As Needed	x	x	
Wipe down and disinfect buttons (interior and exterior).	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once Per 8 Hour Shift	x	x	x
Floor - Mop and disinfect floor (interior elevator; landings, stairs & vestibules)	Once Per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

FIRE STAIRWELLS

Stairwells - Doors Ending in "FS"

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Report any stored items in stairwells to Airport Representative.	As Needed	x	x	x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
Pick up litter.	Once Per 8 Hour Shift	x		
Sweep stairs and landings.	Once Per 8 Hour Shift	x		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Spot mop stairs and landings.	Once Per 8 Hour Shift	x		
Spot clean walls.	Once Per 8 Hour Shift	x		
Wipe down and disinfect door knobs, handles and handrails.	Once Per 8 Hour Shift	x		
Wet mop and scrub with disinfectant stairs and landings.	Weekly			x
Wipe down and disinfect doors, handrails and posts.	Weekly			x
Dust light fixtures, fire extinguishers, panels and pipes.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

CUSTOMS

Customs Seal Required to Access Space. Work Hours Based on International Flight Schedule.
Flight Schedule Subject to Change.

CORRIDORS, HALLWAYS, OPEN AREAS, JAIL CELLS & LAB

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Floors - Pan and broom trash and litter.	Once Every 8 Hour Shift	TBD		
Floors - Vacuum.	Once Every 8 Hour Shift	TBD		
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Every 8 Hour Shift	TBD		
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift	TBD		
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift	TBD		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift	TBD		
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift	TBD		
Clean glass partitions on inspection stations.	Once Every 8 Hour Shift	TBD		
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift	TBD		
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	TBD		
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift	TBD		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	TBD		
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift	TBD		
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift	TBD		
Clean and polish base moldings	Once Every 8 Hour Shift	TBD		
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly (Sundays)	TBD		
Tile Floor - Machine scrub and wax tile floor.	Weekly	TBD		
Dust and spot clean all air conditioning/heating and return air vents.	Monthly	TBD		
Damp wipe all doors and frames and window ledges.	Monthly	TBD		
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly	TBD		
Dust corridor lighting, fixtures and sign faces and tops.	Monthly	TBD		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Dust and wipe down large cloud-style light fixtures.	Monthly	TBD		
Clean walls and vertical surfaces.	Monthly	TBD		
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)	TBD		
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly	TBD		
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Quarterly	TBD		
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

RESTROOMS & FAMILY ASSISTS

2 Large Restroom; 2 Small Restrooms; 2 Family Assist

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Once Every 8 Hour Shift	TBD		
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 8 Hour Shift	TBD		
Refill soap dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	TBD		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	TBD		
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 8 Hour Shift	TBD		
Wipe down and disinfect stall door handles and locks.	Once Every 8 Hour Shift	TBD		
Wipe down and disinfect baby changing tables.	Once Every 8 Hour Shift	TBD		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Spot clean walls, metal brightwork, and mirrors.	Once Every 8 Hour Shift	TBD		
Spot mop spills or stains on floor.	Once Every 8 Hour Shift	TBD		
Pick up litter.	Once Every 8 Hour Shift	TBD		
Empty all trash and sanitary napkin containers.	Once Every 8 Hour Shift	TBD		
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 8 Hour Shift	TBD		
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 8 Hour Shift	TBD		
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 8 Hour Shift	TBD		
Complete Restroom Inspection Verification Form.	Once Every 8 Hour Shift	TBD		
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift	TBD		
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. *Note--Special care must be taken to assure no mop build-up around the edges and corners.	Once per 8 Hour Shift	TBD		
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift	TBD		
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift	TBD		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift	TBD		
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift	TBD		
Clean mirrors.	Once per 8 Hour Shift	TBD		
Clean and disinfect baby changing tables.	Once per 8 Hour Shift	TBD		
Clean and disinfect feminine product machines.	Once per 8 Hour Shift	TBD		
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift	TBD		
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift	TBD		
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift	TBD		
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift	TBD		
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift	TBD		
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift	TBD		
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift	TBD		
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift	TBD		
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift	TBD		
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift	TBD		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift	TBD		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift	TBD		
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift	TBD		
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift	TBD		
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift	TBD		
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift	TBD		
Complete Restroom Inspection Form.	Once per 8 Hour Shift	TBD		
Sanitize restroom with Clorox 360	Weekly	TBD		
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly (Sundays)	TBD		
Clean and polish stainless steel base molding.	Weekly	TBD		
Dust and clean ceilings	Weekly	TBD		
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly	TBD		
Replace urinal screens	Monthly (First Sunday of the Month)	TBD		
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)	TBD		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Wash walls and remove mold/mildew from tile grout.	Monthly (First Sunday of the Month)	TBD		
Change deodorizers	Monthly (First Sunday of the Month)	TBD		
Tile Floors - Machine scrub and wax floors	Monthly	TBD		
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly	TBD		
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

CUSTOMS AND BORDER PROTECTION EMPLOYEE RESTROOMS

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Once per 8 Hour Shift	TBD		
Refill paper towel dispensers; test dispenser to verify they are working.	Once per 8 Hour Shift	TBD		
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift	TBD		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift	TBD		
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once per 8 Hour Shift	TBD		
Wipe down and disinfect stall door handles and locks.	Once per 8 Hour Shift	TBD		
Wipe down and disinfect baby changing tables.	Once per 8 Hour Shift	TBD		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Spot clean walls, metal brightwork, and mirrors.	Once per 8 Hour Shift	TBD		
Spot mop spills or stains on floor.	Once per 8 Hour Shift	TBD		
Pick up litter.	Once per 8 Hour Shift	TBD		
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift	TBD		
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift	TBD		
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift	TBD		
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift	TBD		
Complete Restroom Inspection Verification Form.	Once per 8 Hour Shift	TBD		
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift	TBD		
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. *Note--Special care must be taken to assure no mop build-up around the edges and corners.	Once per 8 Hour Shift	TBD		
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift	TBD		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift	TBD		
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift	TBD		
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift	TBD		
Clean mirrors.	Once per 8 Hour Shift	TBD		
Clean and disinfect baby changing tables.	Once per 8 Hour Shift	TBD		
Clean and disinfect feminine product machines.	Once per 8 Hour Shift	TBD		
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift	TBD		
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift	TBD		
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift	TBD		
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift	TBD		
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift	TBD		
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift	TBD		
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift	TBD		
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift	TBD		
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift	TBD		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift	TBD		
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift	TBD		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift	TBD		
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift	TBD		
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift	TBD		
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift	TBD		
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift	TBD		
Complete Restroom Inspection Form.	Once per 8 Hour Shift	TBD		
Sanitize restroom with Clorox 360	Weekly (Sundays)	TBD		
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly (Sundays)	TBD		
Clean and polish stainless steel base molding.	Weekly	TBD		
Dust and clean ceilings	Weekly	TBD		
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly	TBD		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Replace urinal screens	Monthly (First Sunday of the Month)	TBD		
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)	TBD		
Wash walls and remove mold/mildew from tile grout.	Monthly (First Sunday of the Month)	TBD		
Change deodorizers, as needed.	Monthly (First Sunday of the Month)	TBD		
Tile Floors - Machine scrub and wax floors	Monthly	TBD		
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly	TBD		
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

CUSTOMS AND BORDER PROTECTION OFFICES & BREAK ROOM

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Empty all trash containers.	Once per 8 Hour Shift	TBD		
Wipe down and disinfect break room tables and chairs.	Once per 8 Hour Shift	TBD		
Dust offices	Once per 8 Hour Shift	TBD		
Wipe down and disinfect high touch areas (door handles, knobs, telephones, etc.)	Once per 8 Hour Shift	TBD		
Sweep floor.	Once per 8 Hour Shift	TBD		
Mop floors.	Once per 8 Hour Shift	TBD		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Vacuum carpet.	Once per 8 Hour Shift	TBD		
Sweep/mop hallway	Once per 8 Hour Shift	TBD		
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly (Sundays)	TBD		
Strip and wax floors.	Quarterly	TBD		

BUS PORT

Restrooms, Custodial Closet, Common Area, Interior Staircase into Garage & Exterior Sidewalk

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Interior Staircase and Landing - Pan and broom and pick up trash/debris.	Once Per 8 Hour Shift	x		
Exterior Sidewalk - Pan and broom and pick-up trash/debris.	Once Per 8 Hour Shift	x		
Sweep floor.	Once Per 8 Hour Shift	x		
Pick up trash/debris.	Once Per 8 Hour Shift	x		
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift	x		
Wipe down and disinfect chairs and tables.	Once Per 8 Hour Shift	x		
Restock toilet paper and toilet seat covers.	Once Every 8 Hour Shift	x		
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 8 Hour Shift	x		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Refill soap dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 8 Hour Shift	x		
Wipe down and disinfect stall door handles and locks.	Once Every 8 Hour Shift	x		
Wipe down and disinfect baby changing tables.	Once Every 8 Hour Shift	x		
Spot clean walls, metal brightwork, and mirrors.	Once Every 8 Hour Shift	x		
Spot mop spills or stains on floor.	Once Every 8 Hour Shift	x		
Pick up litter.	Once Every 8 Hour Shift	x		
Empty all trash and sanitary napkin containers.	Once Every 8 Hour Shift	x		
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 8 Hour Shift	x		
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 8 Hour Shift	x		
Complete Restroom Inspection Verification Form.	Once Every 8 Hour Shift	x		
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift	x		
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift	x		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift	x		
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift	x		
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift	x		
Clean mirrors.	Once per 8 Hour Shift	x		
Clean and disinfect baby changing tables.	Once per 8 Hour Shift	x		
Clean and disinfect feminine product machines.	Once per 8 Hour Shift	x		
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift	x		
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift	x		
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift	x		
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift	x		
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift	x		
Sanitize restroom with Clorox 360	Weekly	x		
Clean drain cover and pour approved solution into floor drains.	Weekly (Sundays)	x		
Clean and polish stainless steel base molding.	Weekly	x		
Dust and clean ceilings, vents, lights and signs.	Weekly	x		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Interior Staircase & Landing - Wet mop and machine scrub with disinfectant and deodorizer.	Weekly	x		
Replace urinal screens	Monthly (First Sunday of the Month)	x		
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)	x		
Wash walls and remove mold/mildew from tile grout.	Monthly (First Sunday of the Month)	x		
Change deodorizers	Monthly (First Sunday of the Month)	x		
Clean windows.	Monthly	x		
Tile Floors - Machine scrub and wax floors	Monthly	x		
Dust and spot clean all air conditioning/heating and return air vents.	Monthly	x		
Damp wipe all doors and frames and window ledges.	Monthly	x		
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly	x		
Dust corridor lighting, fixtures and sign faces and tops.	Monthly	x		
Clean walls and vertical surfaces.	Monthly	x		
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Quarterly	x		
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	AT ALL TIMES		

PEAR TREE LOT (TAXI CAB STAGING LOT)

***Cleaning team must drive to this location. Not accessible on foot.**

Restrooms & Custodial Closet

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Sweep floor.	Once Per 8 Hour Shift	x		
Pick up trash/debris.	Once Per 8 Hour Shift	x		
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift	x		
Restock toilet paper and toilet seat covers.	Once Every 8 Hour Shift	x		
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 8 Hour Shift	x		
Refill soap dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 8 Hour Shift	x		
Wipe down and disinfect stall door handles and locks.	Once Every 8 Hour Shift	x		
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift	x		
Empty all trash and sanitary napkin containers.	Once Every 8 Hour Shift	x		
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 8 Hour Shift	x		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 8 Hour Shift	x		
Complete Restroom Inspection Verification Form.	Once Every 8 Hour Shift	x		
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift	x		
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift	x		
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift	x		
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift	x		
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift	x		
Clean mirrors.	Once per 8 Hour Shift	x		
Clean and disinfect feminine product machines.	Once per 8 Hour Shift	x		
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift	x		
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift	x		
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift	x		
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift	x		
Sanitize restroom with Clorox 360	Weekly	x		
Clean drain cover and pour approved solution into floor drains.	Weekly (Sundays)	x		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Dust and clean ceilings, vents, lights and signs.	Weekly	x		
Replace urinal screens	Monthly (First Sunday of the Month)	x		
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)	x		
Wash walls and remove mold/mildew from tile grout.	Monthly (First Sunday of the Month)	x		
Change deodorizers	Monthly (First Sunday of the Month)	x		
Tile Floors - Machine scrub.	Monthly	x		
Dust and spot clean all air conditioning/heating and return air vents.	Monthly	x		
Damp wipe all doors and frames and window ledges.	Monthly	x		
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly	x		
Dust corridor lighting, fixtures and sign faces and tops.	Monthly	x		
Clean walls and vertical surfaces.	Monthly	x		
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Quarterly	x		
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	AT ALL TIMES		

OUTER BUILDINGS - AIRPORT AUTHORITY OFFICES
AIRPORT OFFICE BUILDING (AOB)

To be cleaned after 5pm. 1st Floor Lobby Area; 2nd Floor BDD Office & Restroom; 4th Floor; Fire Stairwells; All Elevators

***Cleaning team must drive to this location. Not accessible on foot.**

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Floors & Stairs - Pan and broom trash and litter.	Once Every 8 Hour Shift		x	
Floors & Stairs - Spot mop spills and stains.	Once Every 8 Hour Shift		x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Every 8 Hour Shift		x	
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift		x	
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift		x	
Wipe down and disinfect high touch areas (door handles, light switches, hand rails, etc.)	Once Every 8 Hour Shift		x	
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift		x	
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift		x	
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift		x	
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift		x	
Verify light on water bottle filling stations are green. Report units with	Once Every 8 Hour Shift		x	

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
yellow and red lights to Airport Operations.				
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	
Vacuum all carpeted areas.	Once Every 8 Hour Shift		x	
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift		x	
Stairs - Mop and disinfect stairs.	Once Every 8 Hour Shift		x	
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift		x	
Clean and polish base moldings	Once Every 8 Hour Shift		x	
Elevators - Wipe down and disinfect buttons (interior and exterior).	Once Every 8 Hour Shift		x	
Elevators - Wipe down and disinfect handrails.	Once Every 8 Hour Shift		x	
Elevator Floors - Mop and disinfect floor (interior elevator; landings, stairs & vestibules) or vacuum.	Once Every 8 Hour Shift		x	
Restock toilet paper and toilet seat covers.	Once Every 8 Hour Shift		x	
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 8 Hour Shift		x	
Refill soap dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 8 Hour Shift		x	
Wipe down and disinfect stall door handles and locks.	Once Every 8 Hour Shift		x	

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Wipe down and disinfect baby changing tables.	Once Every 8 Hour Shift		x	
Spot clean walls, metal brightwork, and mirrors.	Once Every 8 Hour Shift		x	
Spot mop spills or stains on floor.	Once Every 8 Hour Shift		x	
Pick up litter.	Once Every 8 Hour Shift		x	
Empty all trash and sanitary napkin containers.	Once Every 8 Hour Shift		x	
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 8 Hour Shift		x	
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 8 Hour Shift		x	
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 8 Hour Shift		x	
Complete Restroom Inspection Verification Form.	Once Every 8 Hour Shift		x	
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once Every 8 Hour Shift		x	
Clean and disinfect the inside and outside of all toilets and urinals.	Once Every 8 Hour Shift		x	
Clean and disinfect both sides of toilet seats.	Once Every 8 Hour Shift		x	
Clean and disinfect countertops, sinks and faucets.	Once Every 8 Hour Shift		x	
Damp wipe electric eyes for faucets and flush valves, with water only.	Once Every 8 Hour Shift		x	
Clean mirrors.	Once Every 8 Hour Shift		x	

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean and disinfect feminine product machines.	Once Every 8 Hour Shift		x	
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once Every 8 Hour Shift		x	
Clean, disinfect and polish all metal brightwork.	Once Every 8 Hour Shift		x	
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift		x	
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once Every 8 Hour Shift		x	
Clean all air vents. Ensure all dust and dirt has been removed.	Once Every 8 Hour Shift		x	
Clean ceilings and dust light fixtures.	Once Every 8 Hour Shift		x	
Damp wipe and disinfect pipe chase doors and door frames.	Once Every 8 Hour Shift		x	
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once Every 8 Hour Shift		x	
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once Every 8 Hour Shift		x	
Replace walk off mats	Weekly (Thursdays) or more as needed based on weather conditions.		x	
Sanitize restroom with Clorox 360	Weekly		x	
Clean drain cover and pour approved solution into floor drains.	Weekly (Sundays)		x	
Clean and polish stainless steel base molding.	Weekly		x	
Dust and clean ceilings	Weekly		x	

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Clean all air vents. Ensure all dust and dirt has been removed.	Weekly		x	
Clean ceilings and dust light fixtures.	Weekly		x	
Damp wipe and disinfect doors and door frames.	Weekly		x	
Replace urinal screens	Monthly (First Sunday of the Month)		x	
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)		x	
Change deodorizers, as needed.	Monthly (First Sunday of the Month)		x	
Wash walls and remove mold/mildew from tile grout.	Monthly (First Sunday of the Month)		x	
Dust and spot clean all air conditioning/heating and return air vents.	Monthly		x	
Damp wipe all doors and frames and window ledges.	Monthly		x	
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly		x	
Dust corridor lighting, fixtures and sign faces and tops.	Monthly		x	
Clean walls and vertical surfaces.	Monthly		x	
Tile Floors - Machine scrub and wax floors	Quarterly		x	
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Quarterly		x	
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	AT ALL TIMES		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

**OUTER BUILDINGS - AIRPORT AUTHORITY OFFICES
MATERIALS MANAGEMENT; WHITE HOUSE; AIRFIELD MAINTENANCE;
LANDSCAPING; BUILDING MAINTENANCE; WEST CLIMATE CONTROL,
ELECTRIC SHOP & K9**

Materials Management

Service: Monday - Friday. Cleaned prior to 4pm. Building closes at 4pm.

Entry foyer, hallways, offices, conference room, breakroom, mailroom, kitchen area, file room, front restrooms, back warehouse restroom, warehouse aisles and warehouse office.

White House (Auto Shop)

Service: Monday - Friday.

Entry foyer, common areas, hallways, offices, training rooms, restrooms, kitchen, breakrooms, and locker rooms.

Airfield Maintenance. High Traffic Building.

Service: 2x per day/7 days per week. 2nd Floor offices M-F only cleaned prior to 3pm M-F.

Entry area, hallways, multiple offices, several large breakrooms, multiple locker rooms, and large restrooms with showers.

Landscaping.

Service: Monday - Friday. Cleaned prior to 2:30pm. Building closes at 2:30pm.

Entry foyer, common areas, hallways, office and restrooms.

Building Maintenance

Service: 2x per day/7 days per week.

Entry foyer, common areas, hallways, offices, training rooms, restrooms, kitchen, breakrooms, and locker rooms.

West Climate Control

Service: 2x per day/7 days per week.

Entry foyer, common areas, hallways, offices, training rooms, restrooms, kitchen, breakrooms, and locker rooms.

Electric Shop

Service: 2x per day/7 days per week.

Entry foyer, common areas, hallways, offices, training rooms, restrooms, kitchen, breakrooms, and locker rooms.

K9

Service: Monday/Wednesday/Friday. Coordinate with Airport Police to access facility.

Entry foyer, common areas, hallways, offices, training rooms, restrooms, breakroom.

CLEANING DUTIES	INTERVAL
Pan and broom trash and litter.	See Above
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	See Above
Wipe down and disinfect railings and hand rails.	See Above
Clean and disinfect phones and phone areas.	See Above
Clean and disinfect door knobs, handles and other high touch items.	See Above
Wipe down and disinfect tables, chairs, countertops.	See Above
Clean walls, floor, ceiling and air vent at water fountain area.	See Above
Damp wipe and sanitize water fountains.	See Above
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	See Above
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	See Above
Refill hand sanitizer dispensers; test dispensers to verify they are working.	See Above
Vacuum all carpeted areas.	See Above
Clean signs and hand sanitizers and bases.	See Above
Stairs - Mop and disinfect stairs.	See Above
Floors - Mop with disinfectant cleaner.	See Above
Clean and polish base moldings	See Above

CLEANING DUTIES	INTERVAL
Restock toilet paper and toilet seat covers.	See Above
Refill paper towel dispensers; test dispenser to verify they are working.	See Above
Refill soap dispensers; test dispensers to verify they are working.	See Above
Refill hand sanitizer dispensers; test dispensers to verify they are working.	See Above
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	See Above
Wipe down and disinfect stall door handles and locks.	See Above
Spot clean walls, metal brightwork, and mirrors.	See Above
Spot mop spills or stains on floor.	See Above
Pick up litter.	See Above
Empty all trash and sanitary napkin containers.	See Above
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	See Above
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	See Above
Report all out of service equipment/items in need of repair to Airport Operations.	See Above
Complete Restroom Inspection Verification Form.	See Above
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	See Above
Clean and disinfect the inside and outside of all toilets and urinals.	See Above
Clean and disinfect both sides of toilet seats.	See Above
Clean and disinfect countertops, sinks and faucets.	See Above
Damp wipe electric eyes for faucets and flush valves, with water only.	See Above
Clean mirrors.	See Above
Clean and disinfect feminine product machines.	See Above
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	See Above
Clean, disinfect and polish all metal brightwork.	See Above
Remove gummed labels from walls and metal surfaces.	See Above
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	See Above

CLEANING DUTIES	INTERVAL
Clean all air vents. Ensure all dust and dirt has been removed.	See Above
Clean ceilings and dust light fixtures.	See Above
Damp wipe and disinfect pipe chase doors and door frames.	See Above
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	See Above
Clean and disinfect showers.	See Above
Replace walk off mats	Weekly (Thursdays) or more as needed based on weather conditions.
Sanitize restroom with Clorox 360	Weekly (Sundays)
Clean drain cover and pour approved solution into floor drains.	Weekly (Sundays)
Clean and polish stainless steel base molding.	Weekly
Dust and clean ceilings	Weekly
Clean all air vents. Ensure all dust and dirt has been removed.	Weekly
Clean ceilings and dust light fixtures.	Weekly
Damp wipe and disinfect doors and door frames.	Weekly
Replace urinal screens	Monthly (First Sunday of the Month)
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)

CLEANING DUTIES	INTERVAL
Change deodorizers, as needed.	Monthly (First Sunday of the Month)
Wash walls and remove mold/mildew from tile grout.	Monthly (First Sunday of the Month)
Dust and spot clean all air conditioning/heating and return air vents.	Monthly
Damp wipe all doors and frames and window ledges.	Monthly
Dust corridor lighting, fixtures and sign faces and tops.	Monthly
Clean walls and vertical surfaces.	Monthly
Tile Floors - Machine scrub and wax floors	Quarterly
High Dusting - Dust, vacuum and wipe down all high ceiling areas where dust can accumulate	Quarterly
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	AT ALL TIMES