

# ROCKLAND PUBLIC LIBRARY CLEANING CHECKLIST

**Schedule of Hours:** 12 hours per week

**Hours of Work:** Unless otherwise specified, work shall be on a five-day basis, Monday through Friday, between the hours of 6:00 PM and 6:00 AM. Should an occasion arise that work must be performed on other than the above agreed upon schedule, the Building Administrator will be notified in advance. This time schedule is subject to change at the discretion of the City.

**Building Administrator:** Library Director

## DAILY CLEANING SCHEDULE

### *Entrways*

- All glass washed and cleaned with glass cleaner by lint free material.
- Floors dry mopped/waxed and lightly washed.

### *Flooring*

- All hard floor surfaces dry mopped/waxed and lightly washed.
- All carpets & carpeted areas will be vacuumed; corners to be kept clean.
- Stains to be removed immediately. Stains which cannot be removed by normal means shall be reported to the Building Administrator or designer.

### *Bathrooms*

- Clean & disinfect toilet.
- Clean & disinfect counter-top(s).
- Clean mirrors.
- Clean & disinfect sink.
- Floor dry mopped/waxed and washed.
- Empty trash can.

### *Office Spaces*

- Empty trash can(s).

*At least two times a week, or as needed*

- Vacuum meeting rooms downstairs.
- Clean kitchen surfaces.
- Dust all library tables, top of floor bookcases.

## WEEKLY CLEANING SCHEDULE

### *Windows & Doors*

- Dust and/or clean thoroughly other surfaces (includes all desks, office areas, wall computer terminals and networking areas, chairs, windowsills, tops of tall bookshelves).
- Clean/polish brass on entryway doors.
- Vacuum corners, under counters, baseboard areas.

### *Dusting*

- All window blinds to be dusted.
- All desks, counters and other similar spaces will be dusted.  
(Cleaned when needed while not disturbing any papers or work related material)
- All chairs will be dusted and wiped down.