

**Hickory Point - Administration Building, Field Offices (2) back side of property
Group A - Locations 1, 2 on Pricing Sheet**

Offices	Weekly	Monthly
Trash Containers: Empty containers and replace liners as needed	x	
Dust: Furniture Surfaces, wall hung pictures, ceiling vents, ledges, and wipe away spider webs from ceiling and lights	x	
Desktops: spot clean to remove bottle/cup rings	x	
Carpets: thoroughly vaccuum, Spot Clean 2" diameter where needed	x	
Hard Floors: dust, mop, or sweep, damp mop with neutral cleaner removing all spills and stains	x	
Glass partitions and doors: spot clean to remove fingerprints/ smudges	x	
Dust: Baseboards		x
Clean & Sanitize Telephones		x
Dust Blinds		x

Restrooms:	Weekly	Monthly
Toilets & Urinals: Clean with germicidal disinfectant	x	
Sinks: clean with a non-abrasive cleaner and disinfectant	x	
Doorknobs/push plates: clean with a germicidal disinfectant	x	
Polish Mirrors and Fixtures	x	
Trash Containers: Empty containers and replace liners	x	
Dust ceiling vents, ledges, and wipe away spider webs from ceiling	x	
Walls: clean and disinfect	x	
Hard Floors: scrub with a detergent disinfectant solution and rinse thoroughly	x	
Floor Drains: add water and enzymes		x

Kitchen Breakrooms:	Weekly	Monthly
Trash Containers: Empty containers and replace liners	x	
Trash containers and adjacent surfaces : wipe with all-purpose cleaner	x	
Sinks: wash with non-abrasive cleaner and disinfectant	x	
Polish Fixtures	x	
Microwave Ovens: Clean inside and out	x	
Hard Floors: swee and damp mo with neutral cleaner	x	
Exterior surface of refridgerator/ appliances: wipe with all-purpose cleaner	x	
Dust ceiling vents, ledges and wipe away spider webs from ceiling	x	
Wall surfaces around light switches : spot clean		x

**Hickory Point Pavilion, Pavilion Restrooms, Playground Restrooms, Boat Ramp Restrooms
Group A - Locations 3, 4, 5, 6 on Pricing Sheet**

Large Pavilion	Daily	Weekly
Trash Containers: Empty containers and replace liners		x
Sinks: clean with a non-abrasive cleaner and disinfectant		x
Hard Floors: dust, mop, or sweep, damp mop with neutral cleaner removing all spills and stains		x
Dusting and wiping down tables, chairs, and common touchpoints		x
Pick up any left over garbage and clean all event space areas		x

Pavilion Restrooms, Playground Restrooms & Boat Ramp Restrooms:	Daily	Weekly	Monthly
Toilets & Urinals: Clean with germicidal disinfectant	x		
Sinks: clean with a non-abrasive cleaner and disinfectant	x		
Doorknobs/push plates: clean with a germicidal disinfectant	x		
Polish Mirrors and Fixtures	x		
Trash Containers: Empty containers and replace liners	x		
Dust ceiling vents, ledges, and wipe away spider webs from ceiling	x		
Walls: clean and disinfect	x		
Hard Floors: scrub with a detergent disinfectant solution and rinse thoroughly	x		
Floor Drains: add water and enzymes			x

**Hickory Point Pavilion, Playground Restrooms, Boat Ramp Restrooms
Group A - Locations 7, 8 on Pricing Sheet**

Beach Volleyball & Recreational Building by Soccer Field	Daily	Weekly	Monthly
Clean Meeting Space Areas		x	
Sweep & Mop Floors		x	
Dusting and wiping down tables, chairs, and common touchpoints		x	

Beach Volleyball Restrooms & Recreational Building Restrooms	Daily	Weekly	Monthly
Toilets & Urinals: Clean with germicidal disinfectant	x		
Sinks: clean with a non-abrasive cleaner and disinfectant	x		
Doorknobs/push plates: clean with a germicidal disinfectant	x		
Polish Mirrors and Fixtures	x		
Trash Containers: Empty containers and replace liners	x		
Dust ceiling vents, ledges, and wipe away spider webs from ceiling	x		
Walls: clean and disinfect	x		
Hard Floors: scrub with a detergent disinfectant solution and rinse thoroughly	x		
Broom & Maintain Entrance Areas, Pick up Trash where needed	x		
Floor Drains: add water and enzymes			X

**Hickory Point Pavilion, Playground Restrooms, Boat Ramp Restrooms
Group B- Locations 9, 10, 11 on Pricing Sheet**

Crooked River Preserve and Flat Island Preserve - Restroom & Supply Storage Area	Daily	Weekly	Monthly
Toilets & Urinals: Clean with germicidal disinfectant	x		
Sinks: clean with a non-abrasive cleaner and disinfectant	x		
Doorknobs/push plates: clean with a germicidal disinfectant	x		
Polish Mirrors and Fixtures	x		
Trash Containers: Empty containers and replace liners	x		
Dust ceiling vents, ledges, and wipe away spider webs from ceiling	x		
Walls: clean and disinfect	x		
Floors: Sweep & Mop Floors	x		
Broom & Maintain Entrance Areas, Pick up Trash where needed	x		
Sweep & Mop Storage Supply Room, Clear any and all cobwebs		x	
Restock Supplies			
Floor Drains: add water and enzymes			x

Bourlay Historic Nature Park - Cracker House, Restroom, and Supply Storage Area	Daily	Weekly	Monthly
Sweep and Mop Floors in Cracker House		x	
Empty trash can near Cracker House		x	
Toilets & Urinals: Clean with germicidal disinfectant	x		
Sinks: clean with a non-abrasive cleaner and disinfectant	x		
Doorknobs/push plates: clean with a germicidal disinfectant	x		
Polish Mirrors and Fixtures	x		
Trash Containers: Empty containers and replace liners	x		
Dust ceiling vents, ledges, and wipe away spider webs from ceiling	x		
Walls: clean and disinfect	x		
Floors: Sweep & Mop Floors	x		
Broom & Maintain Entrance Areas, Pick up Trash where needed	x		
Sweep & Mop Storage Supply Room, Clear any and all cobwebs		x	
Restock Supplies	x		
Floor Drains: add water and enzymes			x