

COAL VALLEY

MUNICIPAL CENTER CLEANING

Weekly

- Clean all Village & Library restrooms completely (sinks, stools, mirrors and floors).
- Fill all paper towels and toilet paper.
- Clean kitchen (wipe counters, clean sink, wipe microwave, refrigerator, coffee machine and clean floors).
- Wipe water fountain.
- Dust hallway and mop floors.
- Empty trash cans in entire building.
- Vacuum all carpets in building
- Check all doors to see if they need cleaning.
- Dust all filing cabinets, bookshelves, and windowsills.
- Clean glass on all doors.
- Wipe all tables.
- Mop all floor not carpeted.

Monthly

- Clean stalls in every restroom (inside and out).
- Check hallways, doors and doorframes and clean as needed.
- Check carpets and spot clean if needed.

Bi-Annually

- Shampoo carpet
- Strip and wax floors.

All cleaning supplies will be supplied by company.

If you go on vacation it is your responsibility to find a substitute.

Must be able to pass a police background check.

Must be bonded and insured.