

Felton Courthouse and Administration

Task Description	Location	Courthouse Office Space	Judge Chamber's/ Restroom	Courtroom / Vestibule
Dust (<i>Desks, working areas, moldings, window ledges, picture frames, counters, public benches, furniture, bookcases and cabinet tops</i>)		Monthly	Monthly	Monthly
Dust Blinds		Monthly	Monthly	
Vacuum		Monthly	Monthly	Monthly
Maintain adequate supplies in restrooms/sink space/breakrooms		Weekly	Weekly	
Restrooms Clean/disinfect toilets, floors and sinks		Weekly	Weekly	
Clean/disinfect drinking fountains				
Clean/disinfect public counter windows and counters				
Disinfect door handles		Weekly	Weekly	Weekly
Spot clean windows that surround entrance/exit doors		Monthly		
Full cleaning of windows that surround entrance/exit doors		Quarterly		
Sweep hard surfaces		Weekly	Weekly	
Mop hard surfaces (non-restroom)		Monthly	Monthly	Monthly
Removal of cobwebs (Including entrances and public areas)		Monthly	Monthly	Monthly
Replace plastic liners in trash bins		Weekly	Weekly	Weekly
Empty designated recycle & compost containers		Weekly	Weekly	Weekly
Biweekly = every 2 weeks				Total Cost:
		3,643		