Santa Cruz Courthouse and Administration

Location / Task Description	Room 005	Room 015	Room 60	Room 110	Room 120	Room 238/234C	Courthouse & Office Space	Judge Chambers / Restrooms 1-7, 10	Courtrooms 1-7, 10	Detention	Security Screening	Jury Assembly	Dept. 11 Courtroom/ Chambers
Dust *(Desks, working areas, moldings, window ledges, picture frames, counters, public benches, furniture, bookcases and cabinet tops)*	Biweekly	Biweekly	Biweekly	Biweekly	Biweekly	Biweekly	Biweekly	Biweekly	Biweekly	Biweekly	Biweekly	Biweekly	Biweekly
Dust Blinds				Monthly	Monthly		Monthly	Monthly			Monthly	Monthly	
Vacuum	Biweekly	Biweekly	Weekly	Weekly	Weekly	Weekly	Weekly	Biweekly	Weekly			Biweekly	Monthly
Maintain adequate supplies in restroooms/sink space/breakrooms			Daily	Daily	Daily		Daily	Daily		Daily		Daily	Weekly
Restrooms Clean/disinfect toilets, floors and sinks			Daily				Daily	Weekly		Daily		Weekly	Weekly
Clean/disinfect drinking fountains							Daily						
Clean/disinfect public counter windows and counters				Daily	Daily		Daily					Weekly	
Disinfect door handles	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Weekly	Weekly
Spot clean windows that surround entrance/exit doors				Daily	Daily		Daily				Daily	Weekly	
Full cleaning of windows that surround entrance/exit doors				Quarterly	Quarterly		Quarterly				Quarterly	Quarterly	
Sweep hard surfaces			Daily	Daily	Daily		Daily	Daily		Daily	Daily	Weekly	
Spot mop hard surfaces			Daily	Daily	Daily		Daily	Daily		Daily	Daily	Daily	
Sanitize benches, walls (4'), floors										Daily			
Mop hard surfaces (non-restroom)			Weekly	Weekly	Weekly		Weekly			Daily	Weekly		
Sweep hard surfaces immediately outside public entrance/exit							Weekly			Weekly		Weekly	
Removal of cobwebs (Including entrances and public areas)	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Empty trash bins	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Weekly
Replace plastic liners in trash bins	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Empty designated recycle & compost containers	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
													Total Cost:
Square Footage	14,775						36,087					2,160	371

Biweekly = every 2 weeks