

Felton Courthouse and Administration

Task Description	Location	Courthouse Office Space	Judge Chamber's/ Restroom	Courtroom / Vestibule
Dust (Desks, working areas, moldings, window ledges, picture frames, counters, public benches, furniture, bookcases and cabinet tops)		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	