# 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