

# Watsonville Courthouse and Administration

Task Description	Location	Self-Help	General Office Space	Judge Chambers/ Restrooms A-D	Courtrooms A-D	Detention	Assembly Room	Public Areas
Dust <i>(Desks, working areas, moldings, window ledges, picture frames, counters, public benches, furniture, bookcases and cabinet tops)</i>		Biweekly	Biweekly	Biweekly	Biweekly	Biweekly	Biweekly	Biweekly
Dust Blinds		Monthly	Monthly	Monthly			Monthly	Monthly
Vacuum		Weekly	Weekly	Biweekly	Weekly		Weekly	
Maintain adequate supplies in restrooms/sink space/breakrooms			Daily	Daily		Daily	Weekly	Daily
Clean/disinfect toilets, floors and sinks			Daily	Weekly		Daily	Weekly	Daily
Clean/disinfect drinking fountains								Daily
Clean/disinfect public counter windows and counters		Daily	Daily				Weekly	Daily
Disinfect door handles		Daily	Daily	Daily	Daily	Daily	Weekly	Daily
Spot clean windows that surround entrance/exit doors		Daily	Daily		Daily	Daily	Daily	Daily
Full cleaning of windows that surround entrance/exit doors		Quarterly	Quarterly					Quarterly
Sweep and spot mop hard surfaces (Sanitize benches)			Daily	Daily		Daily	Weekly	Daily
Spot mop hard surfaces			Weekly	Weekly		Daily		Weekly
Sanitize benches, walls (4'), floors						Daily		
Mop hard surfaces (non-restroom)			Weekly	Weekly		Daily		Weekly
Sweep hard surfaces immediately outside public entrance/exit								Weekly
Removal of cobwebs (Including entrances and public areas)		Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Empty trash bins		Daily	Daily	Daily	Daily	Daily	Daily	Daily
Replace plastic liners in trash bins		Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Empty designated recycle containers		Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
<b>Square Footage</b>					40,461			
Biweekly = every 2 weeks								
								<b>Total Cost:</b>