

Town of Sharon, VT Office Cleaning Tasks

Cleaning Tasks	Weekly or Monthly or Semi-Annually or Annually
Clean Bathroom Toilet, Sink and Mirror	Weekly or Bi-Weekly
Empty All Trash Cans-Filled Bags Can Be Placed on Side Entrance Hallway Corridor	Weekly or Bi-Weekly
Dust and Wipe Down All Conference Tables & Counters in Conference Room & Clerk Counter	Weekly or Bi-Weekly
Vacuum All Rugs	Weekly or Bi-Weekly
Sweep All Floors	Weekly or Bi-Weekly
Mop All Floors	Weekly or Bi-Weekly
Sweep Outside Entrances-Front & Side	Weekly or Bi-Weekly
Check Old Bathroom and Service as Needed	Weekly or Bi-Weekly
Remove any cobwebs and other insect issues	Weekly or Bi-Weekly
Report any lights out and other maintenance issues	Weekly or Bi-Weekly
Report any housekeeping supply needs	Weekly or Bi-Weekly
Spot clean any walls or ceiling surfaces	Weekly or Bi-Weekly
Dust all exposed desk surfaces & book shelves	Weekly or Bi-Weekly
Clean inside of microwave	Weekly or Bi-Weekly
Dust window sills, baseboards, door frames, etc.	Monthly
Clean all trash receptacles	Monthly
Clean all trash receptacles	Monthly
Clean refrigerator	Semi-Annually
Wash Interior Windows	Semi-Annually

The tasks for the Baxter Memorial Library will be similar to the tasks listed above.

Cleaning both the Town Offices and the Library can increase in frequency as needed and will be negotiated between the Town and the Cleaning Person.