HUNTSVILLE TOWER/BASE BLDG.

	DAILY	TWICE WEEKLY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL
	MON-SAT	MON/THUR	MON	30 DAYS	90DAYS	180 DAYS	365 DAYS
FLOOR OR URN TYPE ASH RECEPTACLES SHALL BE SCREENED	X						
TO REMOVE BUTTS, ETC.							
SWEEP AND MOP LAVATORY FLOORS WITH CLEANER-DISINFECTANT	X						
SOLUTION							
CHECK AND ADD SOAP TO LIQUID SOAP DISPENSERS IN RESTROOMS	X						
CLEAN MIRRORS IN ALL RESTROOMS	X						
SWEEP ALL TILE FLOORS IN BASE BUILDING, ELEVATOR, AND TOWER	X						
USING A CLEAN DUST MOP.							
REMOVE ANY SPILLS OR UNSIGHTLY SPOTS THAT MAY BE PRESENT	X						
WITH DAMP MOP							
USE A BROOM TO SWEEP UNDER TABLES, DESKS, & WORKBENCHES	X						
EMPTY ALL TRASH CANS AND REPLACE LINERS AS NEEDED	X						
SWEEP STAIRS AND VACUUM FROM UPPER ELEVATOR LANDING TO CAB	X						
PICK UP PAPER, CIGARETTE BUTTS, AND OTHER DEBRIS ON	X						
ENTRANCE SIDEWALK (FRONT & BACK), LOADING DOCK AREA, AND							
PATIO AREA							
CLEAN DRINKING FOUNTAINS IN BASE BLDG AND TOWER	X						
CLEAN & DAMP MOP TILE FLOORS IN BREAK ROOM & READY ROOM	X						
CLEAN AND WIPE ALL BREAKROOM TABLES, COUNTERTOPS AND CHAIRS	X						
WASH AND CLEAN ALL BOWLS, URINALS, TOILET BOWLS, AND BOWL	X						
SEATS USING A CLEANER-DISINFECTANT SOLUTION							
EMPTY WASTE RECEPTACLES IN RESTROOMS AND REPLACE LINERS	X						
REPLENISH TOWELS IN KITCHEN AREA, TOWELS AND TOILET PAPER	X						
IN RESTROOMS							
VACUUM CARPET IN TOWER CAB AND TRACON	X						
VACUUM CARPET IN TRAINING ROOM, ADMINISTRATIVE OFFICES,	X						
CLEAN AND POLISH ELEVATOR DOORS, PANELS, METAL TRIM,	X						
AND DRINKING FOUNTAINS,TRASH RECEPTACLES WITH METAL POLISH							
DUST ALL ADMIN AREAS, TOWER LINK INCLUDING WINDOW SILLS		X					
FEATHER DUST BOOKCASES AND FILE CABINETS			X				
SPOT WASH WALLS/PARTITIONS AROUND COMMODES AND			X				
URINALS IN RESTROOMS							
	DAILY	TWICE WEEKLY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL

HUNTSVILLE TOWER/BASE BLDG.

	MON-SAT	MON/THUR	MON	30 DAYS	90DAYS	180 DAYS	365 DAYS
DAMP MOP ALL TILE FLOORS INCLUDING ELEVATOR FLOOR			X				
SPOT CLEAN CARPET IN TOWER CAB, TRACON, AND ALL OFFICES			X				
WHENEVER NEEDED							
DAMP MOP AND SPRAY A SOLUTION OF DILUTED WAX ON TILE FLOORS			X				
AND MACHINE BUFF ALL TILE FLOORS, INCLUDING ELEVATOR FLOOR							
REPLACE URINAL AND COMMODE CAKES IF NECESSARY			X				
SPRAY CARPET AREAS IN TRACON AND TOWER CAB WITH ANTI-			X				
STATIC SOLUTION DURING NOV THROUGH FEB							
SWEEP OUTSIDE ENTRANCES, PATIO FLOOR, AND LANDING AROUND			X				
FRONT AND REAR DOORS; REMOVE TRASH RESULTING FROM							
SWEEPING							
WASH GLASS PANELS IN LINK, ENTRANCE AREA, GLASS PANELS IN				X			
CORRIDOR, INTERIOR DOORS, AND EXTERIOR DOORS; CLEAN							
BOTTOM SILLS							
DUST LOUVERS, GRILLS, VENTS, SILLS, ETC. IN BASE BUILDING/				X			
TOWER USING VACUUM							
SWEEP CLEAN ALL STEPS AND FLOOR LANDINGS FROM TOP TO				X			
BOTTOM							
REPLACE SAND IN ALL URN STYLE ASH RECEPTACLES				X			
DUST AND WASH ALL WALLS/PARTITIONS IN RESTROOMS					X		
DUST AND SPOT WASH ALL WALLS IN HALLWAYS, LANDINGS, AND					X		
STAIRWAYS							
WASH WASTE BASKETS IN A SOLUTION OF WATER & DETERGENT					X		
THOROUGHLY STRIP ALL TILE FLOORS & BASE BOARDS INCLUDING					X		
ELEVATOR; WAX, SEAL, AND REWAX WITH AN APPROVED WAX							
SCRUB BATHROOM FLOORS AND CLEAN TILE GROUT					X		

	DAILY	*TWICE WEEKLY*	*WEEKLY*	*MONTHLY*	*QUARTERLY*	*SEMI-ANNUAL*	*ANNUAL*
	MON-FRI	MON/THUR	7 DAYS	30 DAYS	90DAYS	180 DAYS	365 DAYS
SHAMPOO ALL CARPETS						X	
VACUUM ALL VINYL AND UPHOLSTERED FURNITURE IN ALL OFFICES;						X	
CLEAN STAINS/SPOTS FROM FABRIC USING A SUITABLE							

UPHOLSTERY CLEANER							
CLEAN CURTAINS AND BLINDS						X	
WASH CLEAN ALL WALLS/PARTITIONS IN CORRIDORS, LANDINGS,							X
UPPER STAIRWAY, OFFICES, RESTROOMS, AND ELEVATOR							
CLEAN ALL LIGHT FIXTURES & CLEAN COB WEBS OR DUST MOTES							X
FROM ALL CEILING AREAS							
WASH ALL WINDOWS IN BASE BUILDING, INSIDE AND OUTSIDE							X