GLEAM Team Fridays!

Project List

• Baseboards/floors/walls - detail edges/corners
• Doors and door frames - clean wood/metal; polish all brass (handles, kick & push plates, trim)
• Elevators - clean lights/polish doors/clean tracks/clean buttons/ panel cobwebs/landings/walls/floor corners, etc.
• Entranceways - detail & clean 50 feet outside of; shampoo mats
• Equipment - inspect/clean/report issues
• Fire extinguishers and cabinets - dust thoroughly/check if date is current and report if questionable
• Floor drains (clean and polish brass/chrome/stainless)  
  *Do not apply floor finish to drain covers; try Vibrance, a green-certified product that performs well on metals.*
• Light fixtures and switch plates - cobwebs; clean/shine; bulbs; report issues
• Lobbies/classrooms - clean all furniture; walls; baseboard and wall edges/corners; vacuum upholstery; clean chairs and desk legs; rubber shoe strips
• Mirrors - clean/shine - use extension tool to reach high areas
• Moldings, decorative - clean all crevices
• Plaques, Brass - clean/polish  
  *(Apply brass cleaner (Brasso) only before 8:00am/not after)*
• Restroom fixtures and pipes (clean and polish brass/chrome/stainless)
• Stairways - high/low dusting; remove cobwebs; wash walls, railings and railings supports; detail risers; rubber shoe strips
• Trash cans - wash inside and outside
• Upholstery/furniture - vacuum and clean as needed; spray with diluted DX-50 if needed
• Water fountains - clean/disinfect/polish metal surfaces

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