

Town of Farmington – Waupaca County Town Hall Cleaning Service Job Duties

Cleaning Schedule: Every 2 weeks, Saturday

Location: Farmington Town Hall

Address: E913 Prairie View Lane Waupaca,
WI 54981

Contact: clerk@farmingtonwaup.gov

Phone: 715-258-2779

Regular Cleaning Duties – Every Visit

- Empty trash and recycling from:
 - Offices
 - Bathrooms
 - Lobby
 - Kitchen (under sink)
 - Small meeting room
 - Large meeting room
 - Outside front entrance
 - Scrub and sanitize all toilets, urinals, sinks, and counter tops in both the men's and women's bathrooms.
 - Check paper towels, soap, and toilet paper in both bathrooms and restock as needed.
 - Check the paper shredder bin in the office area and empty if full.
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Monthly Cleaning Tasks *(In addition to the regular cleaning duties above)*

- Sweep and mop the following areas **once per month:** *(move and replace any rugs)*
 - Lobby, include the entry way.
 - Hallways
 - Kitchen area
 - All offices
 - Bathrooms
 - (Large meeting room by request only)
 - Dust and wipe down all windows and mirrors in bathroom (including offices, lobby, and meeting rooms)
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By Request Only:

- Sweep and mop the large meeting room only when requested.
 - Vacuum small meeting room carpet only when requested.
 - Town Maintenance will remove the chairs beforehand and return them after sweeping, mopping, or vacuuming is completed.
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Additional Notes

- Staff are responsible for cleaning their own desks and countertop spaces.
 - Cleaning supplies are provided onsite.
 - If anything is running low or out, email the Clerk at clerk@farmingtonwaup.gov
 - The Clerk will also check supplies monthly.
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Security Instructions

- Disarm the security system upon arrival using your assigned code.
 - Keep your key with you at all times to avoid being locked out.
 - Keep all entrances locked while cleaning.
 - Before leaving:
 - Ensure all entrances are fully closed and locked.
 - Arm the building using your assigned code.
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