

# Consulate General of India

## Atlanta

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### **Janitorial Services at Chancery**

Scope of Work: The following are included in the scope of work for Janitorial services of our office building at No. 5549, Glenridge Drive NE, Atlanta GA 30342

- i. Empty Garbage/trash from all office rooms, corridors and outside areas of the building
- ii. Sweep, Vacuum and mop floor areas in the rooms and corridors on four floors of the building, three courtyards around the building and asphalt area outside main entrance.
- iii. Dust Furniture, Pictures, Frames and Sanitize door knobs and light switches.
- iv. Clean and sanitize Kitchen sink/counter tops, empty garbage and change garbage bags.
- v. Clean all bathrooms, sanitize sinks wash basins, toilets, wide doors, empty garbage bags, supply hand napkins, and toilet tissue.
- vi. Sweep and mop steps dust and sanitize handrails of staircases up to fourth floor.
- vii. Provide all cleaning material including room freshner and supplies for kitchen, bathrooms and other areas.
- viii. Provide service from Monday to Friday