



## Cleaning Services for TPO Office

- Cleaning will be twice a week including a touch up mid-week and a full cleaning on the weekend
  - Touch up cleaning includes emptying all trash and recycling bins; checking all bathrooms for paper products, spot vacuuming and general walk through to see if any items need to be addressed
  - Full cleaning includes vacuuming all floors; mopping kitchen floor and tile areas including bathrooms; clean all bathrooms; clean front door windows and conference room window (interior); taking out all trash and recycling; cleaning blinds; dusting all cleared desk surfaces; and filling paper towels, soap and toilet paper (to be supplied by TPO)
- Excluded from cleaning is the server room, storage room, most windows, microwave and the Chief Financial Officer's office when the door is closed.

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Beverly Beach  
Bunnell  
Daytona Beach  
Daytona Beach Shores

DeBary  
DeLand  
Deltona  
Edgewater

Flagler Beach  
Flagler County  
Holly Hill  
Lake Helen

New Smyrna Beach  
Oak Hill  
Orange City  
Ormond Beach

Palm Coast  
Pierson  
Ponce Inlet  
Port Orange

South Daytona  
Volusia County