

A **MONTHLY BID** FOR THE FOLLOWING DUTIES WILL BE ACCEPTED:

WEEKLY

- SWEEP AND SCRUB ALL FLOORS (UPSTAIRS AND DOWN)
- DUST DESKS (5), MAIN COUNTER, WINDOWSILLS
- CLEAN KITCHENETTE AREA- WASH DISHES, CLEAN SINK, COFFEE POT, WIPE OUT MICROWAVE
- CLEAN MENS AND WOMENS BATHROOMS- TOILETS, SINKS, COUNTERS, MIRRORS
- VACUUM ALL RUGS
- SAMPLE ROOM- CLEAN COUNTERS, DUST MACHINES
- COLLECT ALL GARBAGE AND DELIVER TO THE DUMPSTER AT THE MAIN ELEVATOR

MONTHLY

- WIPE DOWN COUNTERS AND TABLE IN CONFERENCE ROOM
- CLEAN OUT POPCORN MACHINE
- DUST PRINTERS, MAIL COUNTER, FILE ROOM
- WIPE OFF SHELF ABOVE KITCHENETTE

QUARTERLY

- CLEAN WINDOWS INSIDE AND OUT
- WIPE OUT FRIDGE

ETIQUETTE

- CONFIDENTIALITY IS REQUIRED
- LEAVE THINGS AS YOU FOUND THEM, ESPECIALLY ON PERSONAL DESKS
- DON'T THROW AWAY ANYTHING THAT IS NOT ALREADY IN THE GARBAGE CAN

CLEANING SUPPLIES WILL BE PROVIDED BY CHS DAKOTA PRAIRIE

SUBMIT SEALED MONTHLY BIDS TO CHS DAKOTA PRAIRIE AT PO BOX 8, EDGELEY ND 58433,
OR DROP OFF AT 306 1ST ST, EDGELEY. 701-493-2481