

TYPE OF PARK	TYPE OF CLEANING	FREQUENCY
<b>DOUBLE WORK SHIFT</b> (Kapiolani Beach Side and Ala Moana) Day Shift: 6:00am-2:30pm Night Shift: 2:30pm-11:00pm	daily cleaning	once/day at beginning of shift
	refresh	three times/shift
	call in	as required
<b>STAFFED</b>  Work Shift: 6:30am-3:00pm	daily cleaning	once/day at beginning of shift
	refresh	one time/shift in afternoon
	call in	as required
<b>ROVING CREW</b> Work Shift: 6:30am-3:00pm	daily cleaning	once/day at beginning of shift
	call in	as required

## DEFINITIONS

### Daily Cleaning:

disinfect and shoot down walls and floor with water, scrub sinks, toilets, urinals, check toilet paper dispensers, paper towel dispensers (where available), soap dispensers (where available) and replace as needed. Pull trash bags and replace with new liners. Inspect comfort station(s) and surrounding areas for any loose rubbish/debris and remove.

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### Refresh:

inspect sinks, toilets, urinals and provide additional cleaning if necessary, check toilet paper dispensers, paper towel dispensers (where available), soap dispensers (where available) and replace as needed. Check trash cans and pull trash bags and replace with new liners, if needed. Inspect comfort station(s) and surrounding areas for any loose rubbish/debris and remove.

### Call in:

phone call or email notification that comfort station requires additional attention

**DAILY CLEANING**

TASK	PRODUCT	SUPPLIES	EQUIPMENT	NOTES/COMMENTS
Disinfect walls and floors	Green Clean/Lavendar Quat, water	<b>DRAFT</b> spray bottle/hand held sprayer, squeegee	water hose, water key	spray walls and floors with disinfectant and shoot down with water using water hose. Use squeegee to push water into floor drain or outside comfort station onto grass.
Scrub sinks	crème cleanser - Tough Guy or Scouring Powder - Ajax	scouring pad, sponge, pumice stone		using a scouring pad or sponge, scrub the sink and rinse down with water
Scrub toilets	<b>DRAFT</b> crème cleanser - Tough Guy	toilet bowl brush, pumic stone, scouring pad, sponge		using a toilet bowl brush, scrub the rim of the toilet bowl and insde the toilet bowl. Using a scouring pad or sponge, scrub the toilet seat
Scrub urinals	crème cleanser - Tough Guy	toilet bowl brush, pumic stone, urinal pads (change approx. 1/month)	<b>DRAFT</b>	using a toilet bowl brush, scrub the rim of the urinal and inside the urinal
Check toilet paper dispensers and replenish		JJ toilet paper	toilet paper dispenser key	replace when toilet paper is 3/4 or less remaining
Check paper towel dispensers and replenih		roll/multi fold paper towel	paper towel dispenser key	replace when empty
Check soap dispensers and replenish		hand soap cartridge	soap dispenser key	replace when empty
Pull trash bags and replace with new liners.		trash bags 43" x 48"	none	replace when rubbish bag is more than half full or if there is food or a smell
Inspect comfort station(s) and surrounding areas for any rubbish/debris and remove		broom/dustpan, rake		using a broom/rake and dustpan, remove any rubbish/debris on the ground
Pressure wash comfort station and surrounding areas	<b>DRAFT</b>	pressure washer attachments	pressure washer, electrical outlet, hose bib	once weekly (or more often as desired), pressure wash comfort station and concrete walkway around comfort station.

**REFRESH/CALL IN**

TASK	PRODUCT	SUPPLIES	EQUIPMENT	NOTES/COMMENTS
inspect sinks	crème cleanser - Tough Guy or Scouring Powder - Ajax	scouring pad, sponge		if sink is dirty, scrub with scouring pad/sponge and cleaner
inspect toilets	crème cleanser - Tough Guy	toilet bowl brush, scouring pad, sponge		if toilet is dirty, using a toilet bowl brush, scrub the rim of the toilet bowl and inside the toilet bowl. Using a scouring pad or sponge, scrub the toilet seat
inspect urinals	crème cleanser - Tough Guy	toilet bowl brush, pumic stone, urinal pads (change approx. 1/month)		if urinal is dirty, using a toilet bowl brush, scrub the rim of the urinal and inside the urinal
check toilet paper dispensers and replenish		JJ toilet paper	toilet paper dispenser key	replace when toilet paper is 3/4 or less remaining
check paper towel dispensers and replenish		roll/multi fold paper towel	paper towel dispenser key	replace when empty
check soap dispensers and replenish		hand soap cartridge	soap dispenser key	replace when empty
Pull trash bags and replace with new liners.		trash bags 43" x 48"		replace when rubbish bag is more than half full or if there is food or a smell
Inspect comfort station(s) and surrounding areas for any rubbish/debris and remove		broom/dustpan, rake		using a broom/rake and dustpan, remove any rubbish/debris on the ground

## BEACH PARKS

District	Staffed
1	Sandy Beach Park
1	Waialae Beach Park
1	Kuhio Beach Park
1	San Souci Beach Park
2	Ala Moana Beach Park
2	Kakaako Waterfront Park
2	Keehi Lagoon Beach Park
3	Oneula Beach Park
3	Kahe Point Beach Park
3	Cove Beach Park
3	FORAC Beach Park
3	Kalaniana'ole Beach Park (Formerly Nanakuli)
3	Ulehawa Beach Park #2
3	Maili Beach Park
3	Poka'i Bay Beach Park
3	Makaha Beach Park
3	Kea'au Beach Park
4	Bellows Field Beach Park
4	Hunananiho "Waimanalo Bay"
4	Kaiona Beach Park
4	Waimanalo Beach Park
4	Kailua Beach Park
4	Kalama Beach Park
4	Kaneohe Beach Park
4	Ehukai Beach Park
4	Haleiwa Alii Beach Park
4	Haleiwa Beach Park
4	Hauula Beach Park
4	Kaiaka Bay Beach Park
4	Kokololio Beach Park
4	Pupukea Beach Park
4	Sunset Beach Park *No CS
4	Sunset Support Beach Park
4	Waimea Beach Park
4	Kaaawa Beach Park
4	Swanzy Beach Park

## BEACH PARKS

District	Roving Crew
1	Wailupe Beach Park
1	Kawaikui Beach Park
1	Kuliouou Beach Park
1	Maunalua Bay/Joe Lukela Beach Park
1	Diamond Head Beach Park
1	Duke Kahanamoku Beach Park
1	Kuilei Cliffs Beach Park
1	Leahi Beach Park
1	Makalei Beach Park
1	Duke Kahanamoku Beach Park
3	Barber's Point Beach Park
3	Ewa Beach Park
3	Pili O Kahi Beach Park (Tracks)
3	School Site Beach Park (Depots)
3	Ulehawa Beach Park #1
3	Ulehawa Beach Park (Surfers)
3	Nani Kai Beach Park
3	Lualualei Beach Park #1
3	Lualualei Beach Park #2
3	Mauna Lahilahi Beach Park
4	Makapuu Beach Park
4	Kaupo Beach Park
4	Kawailoa Beach Park "Chun's" *No CS
4	Kahaluu Reach Park *No CS
4	Kalaeoio Beach Park *No CS
4	Punaluu Beach Park
4	Kahawai Beach Park "Log Cabins" *No CS
4	Kaluanui Beach Park *No CS
4	Laielohelohe Beach Park *No CS
4	Aukai Beach Park *No CS
4	Aweoweo Beach Park
4	Kawailoa Beach Park "Chun's" *No CS
4	Waialea Beach Park *No CS
4	Laie Beach Park "Pounders" *No CS