

**Sheriff's Office, Municipal Court, Adult Probation, Law Library and OSU Extension  
Offices Cleaning Duties**

**"Exhibit A"**

**Paulding County Sheriff's Office Daily Schedule: (Monday-Friday)**

- Pick up trash
- Clean, disinfect and stock restrooms
- Vacuum floors
- Mop front lobby and restroom floors as needed
- Take recyclables to shed in the back lot

**Municipal Court Daily Schedule: (Monday-Friday)**

- Pick up trash
- Clean and disinfect restrooms
- Sweep and mop as needed
- Clean all door windows
- Dust all surfaces
- Stock restrooms as needed
- Order trash bags, paper towels, hand soap and toilet paper for Municipal Court and Adult Probation

**Adult Probation Office at Municipal Court Daily Schedule: (Monday- Friday)**

- Pick up trash
- Clean and disinfect restrooms
- Sweep and mop as needed
- Stock restroom as needed

**Law Library Weekly Schedule: (Once a week)**

- Pick up trash
- Sweep
- Dust

**OSU Extension Office Weekly Schedule: (Once a week)**

- Pick up trash
- Sweep and mop
- Clean, disinfect and stock restrooms
- Clean all door windows
- Vacuum entrance way rugs
- Wipe down and sanitize table tops, kitchen counters and front of cupboards in kitchen
- Order extension cleaning supplies for big hall
- Oder trash bags, paper towels, hand soap and toilet paper for restrooms and kitchen

**County will furnish trash bags, paper towels, hand soap and toilet paper at their expense. Other cleaning supplies will not be included.**