SCHEDULE OF TASKS

TASKS		LOCKER ROOMS	ALL CLASS ROOMS	REST ROOMS	PUBLIC AREAS	OFFICE	MEDIA CENTER	CORRIDORS	GROUNDS	DINING AREA
EMPTY TRASH CONTAINERS		D	D	D	D	D	D	D		D
SWEEP/DUST MOPS		D	D	D	D	D	D	D		D
SPRAY-BUFF/BURNISH FLOORS			M		W	W	W	W		W
SPOT CLEAN WALLS, DOORS		W	W	W	W	W	W	W		
DUST FLAT SURFACES			W		W	W	W			
DUST VENTS		Q	M	Q	M	W	W			
HIGH DUST (overhead)		M	M	W	W	W	W	A/D		
LOST DUST (below shoulders)		M	M	W	W	W	W	A/D		
DAMP-MOP		D	W							D
SPOT MOP			D		D	D	D	D		
WET-MOP, SCRUB FLOORS		Q		D						
CLEAN TRASH CONTAINERS		S/A	S/A	W						
RELAMP FIXTURES			D	D	D	D		D		
CLEAN WATER FOUNTAINS		D			D			D		
CLEAN RESTROOM		D		D	D					
VACUUM			D		D	D	D	D		
DUST BLINDS			Q							
CLEAN WINDOWS		A	A	A	A	A	A	A/D		
CLEAN PARTITIONS				D						
CLEAN ENTRANCE DOORS		D	D	D	D	D	D	D		
FILL DISPENSERS				D						
CLEAN URINALS				D						
CLEAN SHOWERS		D								
DUST MOP GYM FLOOR		D								
POLICE GROUNDS									D	
STRIP, REFINISH FLOORS			A		A	A		A		
CLEAN MIRRORS				D	D	D		D		
STOCK DISPENSERS				D						
CLEAN SINKS				D						
SWEEP/DUST MOP STAIRS/LANDINGS/HALLWAYS					D					
REMOVE RECYCLEABLE TRASH		A/D	A/D		A/D	A/D	A/D	A/D		
FREQUENCY CODES:		D = DAILY		Q = QUARTERLY		S/A = SEMIANNUALLY		A/D = ALTERNATE DAYS		
		W = WEEKLY		M = MONTHLY		A = ANNUALLY				