**UNICCO SERVICE COMPANY**

*Individual Work Assignment (Work Section)*

<table>
<thead>
<tr>
<th>1. Job Number</th>
<th>2. Work Classification</th>
<th>3. Section Number</th>
<th>4. Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Housekeeper Tech Offic</td>
<td>Z1P3D</td>
<td>1/1/2007</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>5. Building Name and Address</th>
<th>6. Work Hours</th>
<th>7. Scheduled Days Off</th>
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</thead>
<tbody>
<tr>
<td>TULANE UNIVERSITY</td>
<td>7:30AM - 4:00PM</td>
<td>Saturday Sunday</td>
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<tr>
<td>Dinwiddie Hall/Richardson Memorial</td>
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**8. Daily Work Assignments**

* Complete Daily Assigned Projects and General Clean Balance of assigned areas.
* General cleaning of offices, classroom areas, conference rooms, kitchen areas, lounges and corridors.
* General cleaning of elevator areas, lab areas, locker areas.
* Empty waste receptacles, replace liners as required, remove waste to designated pick-up point.
* Empty recycling receptacles into approved collection containers.
* Dust, damp wipe as required, office desk tops, credenzas, tables and file cabinets.
* Vacuum carpeted and sweep hard surface floors in traffic lanes.
* Remove all spots and spillage from floors.
* Clean and disinfect drinking fountains, restrooms, cafeteria seating areas.
* Remove fingerprints and smudges from doors, partitions and around light switches.

**9. General Clean Duties**

* 1st Shift cleans the South Half of Dinwiddie, Plus the Common Areas as needed Daily.
* Empty Trash in balance of building.
* Empty Recycling into approved Containers.
* Spot Vacuum where needed.
* Spot clean Wall & Glass/Remove finger prints.
* Spot Clean Restrooms and restock as needed daily
* Spot Mop Floors thru out building.
* Sweep outside Entrance and staircases.

* Special Attention: Classroom White/Chalk Boards Cleaned Every Night. Whiteboards in Professor Offices "DO NOT TOUCH!!!"

**** 5 HR. Tech - 1 Hr. Richardson/Restrooms - 4 Hrs. Dinwiddie****

**10. Project Clean Duties**

* Trash pick-up, waste receptacles washed and disinfected
* High dusting office furnishing and areas over 6'!
* Vacuum all carpeted areas wall to wall or Dust Mop & Mop Floors
* Clean and polish kick plates and bright work
* Damp wipe furniture tops and office furnishings / Brush fabric furnishings
* Clean and disinfect telephone hand set and cradle
* Dust blinds and drapes
* Dust window ledges

**11. Project Schedule**

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
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</thead>
</table>

*Classrms & Labs subject to schedules
* General Clean Bal. of Bldg.

**12. Special Instructions, Equipment, Keys, Etc..**

* Report any maintenance related items to your supervisor
* Locked office doors are to be left locked after cleaning.
* No items are to be removed from work stations, do not dispose of any boxes or materials that are not clearly identified as "Trash", Notify your Supervisor if articles of value are observed in garbage or recycling bins to confirm they are intended for disposal.

**Equipment:** Cleaning cart, Vacuum, Dust/Wet Mop, Utility Pail, Spray Bottle, Wiping Cloths, Corn Broom, Dust Pan

**Vacuum:** Serial #

**Supplies:** Bags for Waste Collection, Plastic Liners, Glass Cleaner, Dust Cloth, Carpet Spotter, Terry Cloth