**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</td>
<td>Z2S5D</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>8:30am-3:00pm</td>
<td>Saturday Sunday</td>
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<tr>
<td>McAlister Auditorium</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**

- All Events are by Work Order
- Cleaning Occurs Before and After Events
- Monthly Project Teams are used to complete Tasks
- 2 Offices and 4 Restrooms are cleaned Daily for Maintenance Purposes
- Crews work this Building on a will need basis and on all Three shifts

**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