UNICCO SERVICE COMPANY
Individual Work Assignment (Work Section)

1. Job Number
2. Work Classification
   Housekeeper Tech
3. Section Number
   Z1P3D
4. Date
   7/24/2006

5. Building Name and Address
   TULANE UNIVERSITY
   RICHARDSON MEMORIAL

6. Work Hours
   7:30AM - 4:00PM

7. Scheduled Days Off
   Saturday
   Sunday

8. Daily Work Assignments
   General cleaning of offices, classroom areas, conference rooms, kitchen areas, lounges and corridors to include
   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. Areas Cleaned Daily (Room number, floors, wings, etc.)
   Classroom, study areas:
   5 large Studios
   Kitchen areas:
   Area Restrooms:
   Lobbies, lounges, conference room areas:
   Area Hall surfaces and picture frames
   Offices, elevators, stairwell areas:
   Workshop, common areas

10. Scheduled work assignment (complete 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
    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. Areas Cleaned on Schedule (room numbers, floors, stair flights, etc.)

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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
    #

    Supplies:
    Bags for waste collection, plastic liners, glass cleaner, dust cloth, carpet spotter, terry cloth

    Keys:
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