### 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.

### General Clean Duties

- Empty Trash in balance of building.
- Spot Vacuum where needed.
- Spot clean Wall & Glass/Remove fingerprint.
- Polish Stainless Steel in Restrooms & Elevators.
- Deep Clean Restrooms.
- Dust Mop & Mop Floors thru out building.
- Clean Elevator Tracks
- Classrooms to be Cleaned on 2nd Shift.

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

### 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
- 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

### 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>
</tr>
</thead>
<tbody>
<tr>
<td>* 4 Offices</td>
<td>* 4 Offices</td>
<td>* Detail Staircase</td>
<td>* Detail Restrooms</td>
<td>* Detail Common Areas.</td>
<td>Bal. of Bldg.</td>
<td></td>
</tr>
</tbody>
</table>

### 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