

Date:											
TASK	MON	Rating	TUES	Rating	WED	Rating	THUR	Rating	FRI	Rating	
<b>VACUUMING SCHEDULE: 7:15 - 8:00 AM</b>											
<b>Monday</b> - Employee area - First two (2) aisles in from of the café and janitors closet to the front of the facility											
<b>Tuesday</b> - Employee area - 3rd and 4th aisles in front of conference room A/B											
<b>Wednesday</b> - Employee area - Rear of facility where child support, investigations and service center staff sit; side of Conference room A/B to clerical file room											
<b>Thursday</b> - Employee area - LTSS/DORS area including offices											
<b>Friday</b> - Employee area - HR and managers offices, Conference room C, mail and reception staff area											
<b>TRICIA MORELLI' OFFICE: MONDAY THROUGH FRIDAY: 8:00 AM TO 8:30 AM</b>											
Empty trash cans											
Clean all sinks											
Clean all toilets also all walls around toilets											
Clean all urinals and walls around urinals											
Empty trash in all bathrooms											
Refill paper products and soap as needed											
Sweep and mop											
Clean water fountain in staff and public area											
<b>THIRD CONFERENCE ROOM: FRIDAYS 8:45 AM TO 9:00 AM (IF NEEDED)</b>											
Clean all tables											
Vacuum all rugs											
Empty trash cans											
<b>EMPLOYEE BATHROOMS: MONDAY THROUGH FRIDAY: 9:30 AM TO 10:00 AM</b>											
Clean all sinks											
Clean all toilets also all walls around toilets											
Clean all urinals and walls around urinals											
Empty trash in all bathrooms											
Sweep and mop											
Refill paper products and soap as needed											
<b>10:00 am to 11:00 am</b>											
Empty recycle bins (stacking into neat piles)											
Empty all trash in cafeteria											
Clean windows and doors											
Break down boxes on loading dock											
<b>Ratings: 1=Clean 2= somewhat clean 3= not at all clean</b>											
On-Site Supervisor Signature: _____											