

Date:										
TASK	MON	Rating	TUES	Rating	WEDS	Rating	THUR	Rating	FRI	Rating
<b>Outside Building: Monday - Friday 1:00 - 1:30PM</b>										
Pick up trash in parking lot										
Empty all trash cans outside										
Clean all ashtrays and cigarette bins										
<b>Public Bathrooms: Monday - Friday 1:30 - 2PM</b>										
Clean all sinks										
Clean toilets and walls around toilets										
Clean urinals and walls around urinals										
Empty all trash in bathrooms										
Refill paper products and soap as needed										
Sweep and mop										
Clean water fountain in staff and public area										
<b>Clean all conference rooms- Monday - Friday 2 - 2:30PM Conference A/B (large), Conference C (small), training lab (near employee restrooms), &amp; Fair Hearing Room</b>										
Clean all tables										
Vacuum all rugs										
Empty trash cans										
<b>Employee Bathrooms: Monday - Friday: 2:30 PM TO 3:00 pm</b>										
Clean all sinks										
Clean toilets and walls around toilets										
Clean urinals and walls around urinals										
Empty all trash in bathrooms										
Refill paper products and soap as needed										
Sweep and mop										
<b>Empty Recycle Bins and Trash: Monday - Friday 3 - 3:30</b>										
<b>Clean Kitchen: Monday - Friday 3:30 - 4:15pm</b>										
Wipe down counters										
Wipe down tables										
Clean microwave										
Sweep and mop										
<b>Fridays: Clean refrigerators</b>										
<b>Lobby Monday - Friday 4:15 -5pm</b>										
Sweep and mop lobby and hallway										
Wipe down chairs in the waiting area										
<b>Ratings: 1= Clean 2= somewhat clean 3= not at all clean</b>										
On-Site Supervisor Signature: _____										

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Comments: \_\_\_\_\_ Continue additional comments on back.