

Date:											
TASK	MON	Rating	TUES	Rating	WED	Rating	THUR	Rating	FRI	Rating	
Clean all counters in lobby											
Wash door windows and windows in entry way											
Wipe down all chairs in lobby											
Vacuum area rugs and carpet in lobby											
Sweep and mop lobby area											
Wipe down all tables and chairs in interview area											
Vacuum Interview & office areas											
Sweep & dust file room on Fridays											
<b>PUBLIC BATHROOMS</b>											
Clean sink and counters in bathrooms											
Sweep and mop floors											
Empty trash in bathrooms											
Refill paper and soap products as needed											
Clean water fountain in public area											
<b>EMPLOYEE BATHROOMS</b>											
Clean sink and counters in bathrooms											
Sweep and mop floors											
Empty trash in bathrooms											
Refill paper and soap products as needed											
Clean water fountain in public area											
<b>PRIOR TO EXITING THE FACILITY</b>											
Turn off all lights											
Secure and set Alarm											
Lock Doors											
	<b>Ratings: 1= Clean 2= somewhat clean 3= not at all clean</b>										
On-Site Supervisor Signature: _____											
Comments: _____ Continue additional comments on back.											