

Cooper Square Realty

**Building: 37 Washington Square West
Floors: 18**

Task	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Weekly	Bi-Weekly	Monthly	Quarterly
Sweep Stairways	X	X	X	X	X	X					
Mopping of lobbies	X	X	X	X	X	X					
Mopping of stairwells	X	X	X	X	X	X	X				
Vacuuming carpets (runners in some buildings) Lobbies	X	X	X	X	X	X	X				
Daily sweeping of building perimeter and driveway areas	X	X	X	X	X	X					
Dusting windows and handrails	X	X	X	X	X	X					
Vacuum/Mop upper floors	X	X	X	X	X	X					
Scrub & Refinish Floors								X	X		
Laundry Rooms cleaned(mop, dusting, sweeping, trash removal) Includes bathroom for laundry room.	X	X	X	X	X						
Cleaning of exterior Laundry Room Vents (Checked Daily)								X			
Removal of trash to curb	X		X		X						
Cleaning of compactor rooms	X	X	X	X	X						
Changing and sealing bags on compactors	X	X	X	X	X						
Inspection and maintenance of compactor machinery	X	X	X	X	X						
Clear recyclables from trash rooms					X						
Appliances taken out for pick up					X						
Clean upper floor trash rooms and remove recycles	X	X	X	X	X	X					
Clean Elevator Cab (Sweep, Mop, Polish and Dust)	X	X	X	X	X						
Clean Lobby Glass	X	X	X	X	X						