

COLLINS BUILDING SERVICES

1775 Broadway
 New York, NY 10019
 Operations Department

BUILDING 838 Broadway
FLOORS 3rd, 4th, & 5th Floor

TASK	MON	TUES	WED	THUR	FRI	SAT	SUN	Weekly	Bi-Weekly	Monthly	Quarterly
<u>FLOOR CARE</u>											
Vacuum		X		X							
Mop Lobbies, Main Corridors	X	X	X	X	X						
Mop Interior VCT	X		X		X						
Buffing								1x			
Scrub & Refinish											X
<u>Dusting</u>											
General Office	X		X		X						
High Level (Above 6')									1x		
Low Level								1x			
<u>Restrooms</u>											
General Cleaning	X	X	X	X	X						
Restock Supplies/Policing	2x	2x	2x	2x	2x						
Mop Floors	X	X	X	X	X						
Scrub Floors										X	
<u>Pantry</u>											
General Cleaning	X	X	X	X	X						
Restock Supplies	X	X	X	X	X						