

**COLLINS BUILDING SERVICES**

**BUILDING 561 LaGuardia**  
**FLOORS 1<sup>st</sup> Floor**

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