

Cooper Square Realty

Building: 7-13 Washington Square North & 269 Greene Street
Floors: 6

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					
Mop upper floors	X	X	X	X	X	X					
Scrub & Refinish Floors									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			
Clean Lobby Glass	X	X	X	X	X						