

Collins Building Services

BUILDING 726 Broadway

FLOORS 3<sup>rd</sup> & 4<sup>th</sup> Floors

| TASK                        | MON | TUES | WED | THUR | FRI | SAT | SUN | Weekly | Bi-Weekly | Monthly | Quarterly |
|-----------------------------|-----|------|-----|------|-----|-----|-----|--------|-----------|---------|-----------|
| <b><u>FLOOR CARE</u></b>    |     |      |     |      |     |     |     |        |           |         |           |
| Vacuum                      |     | X    |     | X    |     |     |     |        |           |         |           |
| Mop Lobbies, Main Corridors | X   | X    | X   | X    | X   |     |     |        |           |         |           |
| Mop Interior VCT            | X   |      | X   |      | X   |     |     |        |           |         |           |
| Buffing                     |     |      |     |      |     |     |     | 1x     |           |         |           |
| 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   | 2x  | 2x   | 2x  | 2x   | 2x  | 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   |     |     |        |           |         |           |