

**Facilities & Construction Management**  
**Building: 40 East 7th Street**  
**Floors: 1 through 4 and Basement**

Task	M	Tu	W	Th	F	Sa	Su	Weekly	Bi-Weekly	Monthly	Quarterly
<b>Floor Care</b>											
Vacuum - Student floors	X	X	X	X	X						
Mop Lobbies, Main Corridors	X	X	X	X	X						
Scrub and Buff	X	X	X	X	X						
<b>Common Areas</b>											
Lounges and Laundry Room	X	X	X	X	X						
Remove Trash	X	X	X	X	X	X	X				
High Level {Above 6'}	X	X	X	X	X						
Low Level	X	X	X	X	X						
Glean Glass	X	X	X	X	X	X	X				
Sidewalk	X	X	X	X	X	X	X				
<b>Restrooms</b>											
General Cleaning	X	X	X	X	X	X	X				
Restock Supplies/Policing	X	X	X	X	X	X	X				
Mop Floor	X	X	X	X	X	X	X				
<b>Stairwells</b>											
Sweeping and mopping	X	X	X	X	X						
Trash removal	X	X	X	X	X	X	X				