

**Cooper Square Realty**

**Building: 8th St  
Floors: 5 Buildings Totalling 21 Floors**

	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Weekly	Bi-Weekly	Monthly	Quarterly
Sweep Stairways	X	X	X	X	X	X	X				
Mopping of stairwells								Twice			
Daily sweeping of building perimeter and driveway areas	X	X	X	X	X	X	X				
Dusting windows and handrails									X		
Sweep and Mop Vestibules	X	X	X	X	X	X	X				
Laundry Rooms cleaned( mop, dusting, sweeping, trash removal) Includes bathroom for laundry room.	X	X	X	X	X	X	X				
Cleaning of exterior Laundry Room Vents								X			
Removal of trash to curb	X		X		X						
Cleaning of compactor rooms											
Dumb waiters: Clean and empty	X	X	X	X	X	X	X				
Clear recyclables from trash rooms. Sweep and Mop					X						
Appliances taken out for pick up					X						
Scrub & Refinish Floors										X	
Clean Elevator Cab (Sweep, Mop, Polish and Dust)								X			
Clean Lobby Glass								X			