

**Facilities & Construction Management**

**Building: BRITTANY HALL**

**Floors: EXTERIOR**

<b>Task</b>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>	<b>Weekly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>
<b>BUILDING EXTERIOR</b>											
Sweep & Pick Up Trash	X	X	X	X	X	X	X				
Collect Trash From Corner bin	X	X	X	X	X	X	X				
Clean Freight Area	X	X	X	X	X	X	X				
Clean Canopy								X			











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**Building: BRITTANY HALL**  
**Floors: BASEMENT AREA**

Task	M	Tu	W	Th	F	Sa	Su	Weekly	Bi-Weekly	Monthly	Quarterly
<b>Floor Care</b>											
Vacuum											
Mop Lobbies, Main Corridors											
Mop Interior VCT	X	X	X	X	X	X	X				
Buffing											
Scrub & Refinish											
<b>Dusting</b>											
General Office	X	X	X	X	X	X	X				
High Level {Above 6'}											
Low Level	X		X		X						
<b>Restrooms</b>											
General Cleaning											
Restock Supplies/Policing											
Mop Floor											
Scrub Floors											
<b>Pantry</b>											
General Cleaning	X	X	X	X	X	X	X				
Restock Supplies											
<b>LAUNDRY ROOM</b>											
Mop Interior VCT	X	X	X	X	X	X	X				
Low Level	X	X	X	X	X	X	X				