

Facilities & Construction Management
Building: CARLYLE COURT HALL
Floors: 1ST. FLOOR

TASKS	SUNDAY	MONDAY	TUES	WED	THURS	FRIDAY	SAT	WEEKLY	BI-WEEKLY	MONTHLY	QUARTERLY
FLOOR CARE/LOBBY											
VACUUM	X	X	X	X	X	X	X				
SWEEP	X	X	X	X	X	X	X				
MOP	X	X	X	X	X	X	X				
WAX											X
BUFFING(C-3)		X			X						
SHAMPOO MATS										X	
WIND/GLASS CLEAN	X	X	X	X	X	X	X				
TRASH REMOVAL	X	X	X	X	X	X	X				
DUSTING	X	X	X	X	X	X	X				
WIPE DOWN								X			
STAIRWELL											
SWEEP	X	X	X	X	X	X	X				
MOP	X	X	X	X	X	X	X				
DUSTING	X	X	X	X	X	X	X				
RESTROOMS											
SWEEP	X	X	X	X	X	X	X				
MOP	X	X	X	X	X	X	X				
DUSTING	X	X	X	X	X	X	X				
RESTOCK ITEMS	X	X	X	X	X	X	X				
GENERAL CLEANING	X	X	X	X	X	X	X				
GUARDS/FRONT DESK											
MOP	X	X	X	X	X	X	X				
WAX											X
DUSTING	X	X	X	X	X	X	X				
EMPTY TRASH	X	X	X	X	X	X	X				
ELEVATOR CARS											
SWEEP	X	X	X	X	X	X	X				
MOP	X	X	X	X	X	X	X				
DUSTING	X	X	X	X	X	X	X				
CLEAN DOORS	X	X	X	X	X	X	X				

Facilities & Construction Management
 Building: CARLYLE COURT HALL
 Floors: CELLAR

TASKS	SUNDAY	MONDAY	TUES	WED	THURS	FRIDAY	SAT	WEEKLY	BI-WEEKLY	MONTHLY	QUARTERLY
FLOOR CARE											
SWEEP	X	X	X	X	X	X	X				
MOP								X			
WIND/GLASS CLEAN	X	X	X	X	X	X	X				
TRASH REMOVAL	X	X	X	X	X	X	X				
DUSTING	X	X	X	X	X	X	X				
STAIRWELL											
SWEEP	X	X	X	X	X	X	X				
MOP								X			
DUSTING	X	X	X	X	X	X	X				
RESTROOMS/LOCKER RM.											
SWEEP	X	X	X	X	X	X	X				
MOP	X	X	X	X	X	X	X				
DUSTING	X	X	X	X	X	X	X				
RESTOCK ITEMS	X	X	X	X	X	X	X				
GENERAL CLEANING	X	X	X	X	X	X	X				
DANCE RM (BUILDING #3)											
SWEEP	X	X	X	X	X	X	X				
MOP	X	X	X	X	X	X	X				
DUSTING	X	X	X	X	X	X	X				X
WAX											X
BUFFING								X			
EMPTY TRASH	X	X	X	X	X	X	X				
LAUNDRY RM											
SWEEP	X	X	X	X	X	X	X				
MOP	X	X	X	X	XX	X	X				
DUSTING	X	X	X	X	X	X	X				
WIPE WAS/DRY	X	X	X	X	X	X	X				

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Floors: 2-12, ALL THREE BUILDING'S, ALSO INCLUDES PENTHOUSE FLOOR IN BUILDING #3

TASKS	SUNDAY	MONDAY	TUES	WED	THURS	FRIDAY	SAT	WEEKLY	BI-WEEKLY	MONTHLY	QUARTERLY
FLOOR CARE											
VACUUM			X		X						
SHAMPOO MATS										X	
TRASH REMOVAL	X	X	X	X	X	X	X				
DUSTING	X	X	X	X	X	X	X				
WIPE DOWN								X			
CLEANING TRASH ROOMS											
STAIRWELLS											
SWEEP	X	X	X	X	X	X	X				
MOP	X	X	X	X	X	X	X				
DUSTING	X	X	X	X	X	X	X				
ELEVATOR CARS											
SWEEP	X	X	X	X	X	X	X				
MOP	X	X	X	X	X	X	X				
DUSTING	X	X	X	X	X	X	X				
CLEAN DOORS	X	X	X	X	X	X	X				
OFFICES (BUILDING #3)											
SWEEP	X	X	X	X	X	X	X				
MOP	X	X	X	X	X	X	X				
WAX										X	
DUSTING	X	X	X	X	X	X	X				
EMPTY TRASH	X	X	X	X	X	X	X				

Facilities & Construction Management
Building: CARLYLE COURT HALL
Floors: EXTERIOR/COURTYARD

TASKS	SUNDAY	MONDAY	TUES	WED	THURS	FRIDAY	SAT	WEEKLY	BI-WEEKLY	MONTHLY	QUARTERLY
25 UNION SQ. WEST ENT.											
SWEEP	X	X	X	X	X	X	X				
SPRAY WASH								SUMMER			
WINDOW CLEAN								X			
TRASH REMOVAL	X	X	X	X	X	X	X				
COURTYARD											
SWEEP	X	X	X	X	X	X	X				
SPRAY WASH								SUMMER			
TRASH REMOVAL	X	X	X	X	X	X	X				