

**Facilities & Construction Management**

**Building: HAYDEN 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				







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**Floors: BASEMENT AREA**

<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>
Floor Care											
Vacuum											
Mop Lobbies, Main Corridors	X	X	X	X	X	X	X				
Mop Interior Floor	X	X	X	X	X	X	X				
Buffing											
<b>Scrub &amp; Refinish</b>											
Dusting											
General Office	X	X	X	X	X	X	X				
High Level {Above 6'}											
<b>Low Level</b>	X		X		X						
Restrooms											
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>Scrub Floors</b>									X		
LAUNDRY ROOM											
Mop Interior VCT	X	X	X	X	X	X	X				

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**Floors: BASEMENT AREA**

<b>Task</b>	M	Tu	W	Th	F	Sa	Su	Weekly	Bi-Weekly	Monthly	Quarterly
<b>GAME ROOM</b>											
Vacuum											
Mop Lobbies, Main Corridors											
Mop Interior Floor	X	X	X	X	X	X	X				
Buffing										X	
<b>Scrub &amp; Refinish</b>											X
Dusting											
General Office											
High Level {Above 6'}										X	
<b>Low Level</b>								X			
<b>DANCE &amp; PIANO ROOM</b>											
Mop Interior Floor	X	X	X	X	X	X	√				
Buffing										X	
Scrub & Refinish											X
<b>Dusting</b>											
High Level {Above 6'}										X	
Low Level								X			