COLLINS BUILDING SERVICES

BUILDING IFA

FLOORS Basement – 2nd Floor

TASK	MON	TUES	WED	THUR	FRI	SAT	SUN	Weekly	Bi-Weekly	Monthly	Quarterly
FLOOR CARE											
Vacuum		X		X							
Mop Lobbies, Main Corridors	X	X	X	X	X						
Mop Interior VCT	X		X		X						
Buffing								1x			
Scrub & Refinish											X
Dusting											
General Office	X		X		X						
High Level (Above 6')									1x		
Low Level								1x			
Restrooms											
General Cleaning	X	X	X	X	X						
Restock Supplies/Policing	1x	1x	1x	1x	1x						
Mop Floors	X	X	X	X	X						
Scrub Floors										X	
Pantry											
General Cleaning											
Restock Supplies											