

Collins Building Services

BUILDING Kevorkian Building
 FLOORS Basement Level - 4th Floor

| TASK | MON | TUES | WED | THUR | FRI | SAT | SUN | Weekly | Bi-Weekly | Monthly | Quarterly |
|-----------------------------|-----|------|-----|------|-----|-----|-----|--------|-----------|---------|-----------|
| <u>FLOOR CARE</u> | | | | | | | | | | | |
| Vacuum | | X | | X | | | | | | | |
| Mop Lobbies, Main Corridors | X | X | X | X | X | | | | | | |
| Mop Interior VCT | X | | X | | X | | | | | | |
| Buffing | | | | | | | | 1x | | | |
| Scrub & Refinish | | | | | | | | | | | X |
| <u>Dusting</u> | | | | | | | | | | | |
| General Office | X | | X | | X | | | | | | |
| High Level (Above 6') | | | | | | | | | 1x | | |
| Low Level | | | | | | | | 1x | | | |
| <u>Restrooms</u> | | | | | | | | | | | |
| General Cleaning | X | X | X | X | X | | | | | | |
| Restock Supplies/Policing | 2x | 2x | 2x | 2x | 2x | | | | | | |
| Mop Floors | X | X | X | X | X | | | | | | |
| Scrub Floors | | | | | | | | | | X | |
| <u>Pantry</u> | | | | | | | | | | | |
| General Cleaning | X | X | X | X | X | | | | | | |
| Restock Supplies | X | X | X | X | X | | | | | | |