

COLLINS BUILDING SERVICES

1775 Broadway
 New York, NY 10019
 Operations Department

Building: 110 and 110 Bleecker Street
Floors: 32

TASK	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekly	Bi-Weekly	Monthly	Quarterly
Sweep Stairways	X	X	X	X	X	X					
Mopping of stairwells								X			
Vacuuming carpets (runners in some buildings) Lobbies	X	X	X	X	X	X	X				
Daily sweeping of building perimeter and driveway areas	X	X	X	X	X	X					
Dusting windows and handrails							X				
Vacuum upper floors							X				
Scrub & Refinish Floors								X	X		
Laundry Rooms cleaned(mop, dusting, sweeping, trash removal) Includes bathroom for laundry room.	X	X	X	X	X						
Cleaning of exterior Laundry Room Vents (Checked Daily)								X			
Removal of trash to curb	X		X		X						
Sweep playground area		X		X							
Cleaning of compactor rooms								X			
Changing and sealing bags on compactors	X	X	X	X	X						
Inspection and maintenance of compactor machinery	X	X	X	X	X						
Clear recyclables from trash rooms					X						
Appliances taken out for pick up					X						
Clean upper floor trash rooms and remove recycles	X	X	X	X	X	X					
Clean Elevator Cab (Sweep, Mop, Polish and Dust)	X	X	X	X	X						
Clean Lobby Glass	X	X	X	X	X						