Area/Task	Monthly	Completed	3 Months	Completed	6 Months	Completed	Annually	Completed
Floors (Item4)								
Strip/Wax (4A)								
Strip/Wax (4B)					x			
Spray buff (4H)	x							
Floors (Item 5)								
Wash/Scrub (5D)	x							
Apply Sealant (5E)	x							
Strip/Re-wax (5F)					x			
Entrances/Lobbies								
Scrub elevator floor	x							
Polish foyer furniture	x							
Stairs								
Polish wood banister	x							
Strip/Refinish (7C)							x	
Washrooms								
Wash all walls etc (8M)					x			
Wash all ceilings							x	
Apply floor sealant								
Venetian Blinds								
DustWipe	x							
Rugs and Carpets								
Steam clean rooms (10D)							x	
Storage Rooms								
Sweep/Mop (11A)					x			
Walls/Partitions								
Wash all walls etc								
Wash all partitions								
Interior Glass								
Wash all partitions			x					
Wash all walls etc							x	
Dust walls, partitions, columns etc	x							
Furniture/Fixtures								
Clean/polish all office furnishings	x							
Clean bookcase glass doors	x							
Damp wipe leather furniture	x							

Area/Task	Monthly	Completed	3 Months	Completed	6 Months	Completed	Annually	Completed
Dust empty shelving	x							
Dust bookcases	x							
Kitchen/Lunch Rooms								
Wash (16B)			x					
Move/Sweep (16C)							x	
Janitor Closets								
Spot clean all walls	x							
Wash floors			x					
Loading Bay Rooms								
Storage Building								
Wash/Scrub all floors			x					
Miscellaneous								
Dust high ledges etc	x							
Clean notice boards/show cases	x							
Dust all door grills	x							
Clean/Polish brass/metal door frames	x							
Wipe door signage	x							
Pour water down drains	x							
Dust all floor, wall and ceiling air vents	x							
Wash all door grills					x			