

Area/Task	Weekly	Completed
<i>Enforcement Rooms</i>		
Vacuum rooms	x	
<i>Floors (Item 4)</i>		
Sweep/Mop room 110	x	
<i>Entrances/Lobbies</i>		
Clean boot racks	x	
Wash all windows	x	
<i>Washrooms</i>		
Clean shower	x	
Descalc toilet bowl/urinals	x	
Wash refuse receptacles	x	
<i>Rugs and Carpets</i>		
Vacuum rooms (10B)	2x	
Vacuum rooms (10C)	x	
<i>Counters</i>		
Wash/polish all (13B)	2x	
<i>Interior Glass</i>		
Wash all glass doors	x	
<i>Furniture/Fixtures</i>		
Dust vertical surfaces	x	
Clean/polish rooms 266/251	x	
Vacuum furniture	x	
Polish glass topped items	x	
<i>Waste Receptacles</i>		
Wash/disinfect all cans	2x	
<i>Janitor Closets</i>		
Wash floors	x	
<i>Loading Bay Rooms</i>		
Sweep	2x	
<i>Storage Building</i>		
Inspect/Sweep floors	x	
Dust walls, cabinets, etc	x	
Clean sink	x	
<i>Miscellaneous</i>		
Clean all door kick/hand plates	x	
Wash sinks in library	x	
Dust window sills/draft deflectors	x	
Damp wipe sills/rad covers	x	