



## Task Assignment

**EMPLOYEE NAME:**

**BUILDING:**

**SHIFT/HRS:**

**DAYS WORKED:**

**03-050 Barnum Center**

**2nd 6:00pm-2:30am**

**Sunday- Thursday**

**NOTES:**

**TASKS OUT OF SCOPE (work order required)**

Blinds, Windows, High dusting 12ft and up, Chairs cleaning, Interior appliances, Cardboard dumping,

Garbage bags more than 40 pounds, etc.

<b>COMMON AREAS, LOBBIES &amp; CORRIDORS</b> AREAS COMUNES, RECEPCIONES Y CORREDORES	Frequency Frecuencia	Sun Dom	Mon Lun	Tue Mar	Wed Mie	Thu Jue	Fri Vie	Sat Sab
Empty Trash - Tirar Basura	5 x Week	X	X	X	X	X		
Entry Glass Door Cleaning - Limpieza de vidrios de la puerta de entrada	5 x Week	X	X	X	X	X		
Vacuum Floor Mats- Aspirado de tapetes	5 x Week	X	X	X	X	X		
Spot Vacuuming - Aspirado parcial de alfombra	4 x Week	X	X		X	X		
Vacuum Carpets - Aspirado de alfombras	1 x Week			X				
Sweep & Damp mop Hard Surface Floors - Barrido y trapeado de Pisos de Superficie Dura	3 x Week	X		X		X		
Wipedown Garbage Cans - Limpiar botes de basura	1 x Week				X			
General Cleaning & Dusting - Limpieza General y Sacudido	1 x Week				X			
Carpet Edging - Orillas de la Alfombra	1 x Month	<b>FIRST TUESDAY OF THE MONTH</b>						
High Dusting/Cobweb Removal up to 12 feet - Sacudido y Limpieza de Telarañas hasta 12 pies de alto	Quarterly	<b>FIRST WEEK OF OCT, JAN, APRIL, JULY</b>						

<b>OFFICES, ADMINISTRATIVE AREAS</b> OFICINAS, AREAS ADMINISTRATIVAS	Frequency Frecuencia	Sun Dom	Mon Lun	Tue Mar	Wed Mie	Thu Jue	Fri Vie	Sat Sab
Empty Trash - Tirar Basura	3 x Week	X		X		X		
Empty Recycle - Colectar reciclaje	3 x Week	X		X		X		
Full Vacuum Carpets - Aspirado de alfombras completo	2 x Week		X			X		
Sweep Hard Surface Floors - Barrido de Pisos de Superficie Dura	2 x Week	N/A						
Damp Mop Floors - Fregado de pisos ("mapeado")	1 x Week	N/A						
General Cleaning & Dusting - Limpieza General y Sacudido	1 x Week				X			
Wipedown Garbage Cans - Limpiar botes de basura	1 x Month	<b>FIRST MONDAY OF THE MONTH</b>						
Carpet Edging - Orillas de la Alfombra	1 x Month	<b>FIRST TUESDAY OF THE MONTH</b>						
High Dusting/Cobweb Removal up to 12 feet - Sacudido y Limpieza de Telarañas hasta 12 pies de alto	Quarterly	<b>FIRST WEEK OF OCT, JAN, APRIL, JULY</b>						

<b>CONFERENCE AND MEETING ROOMS</b> SALONES DE CONFERENCIA	Frequency Frecuencia	Sun Dom	Mon Lun	Tue Mar	Wed Mie	Thu Jue	Fri Vie	Sat Sab
Empty Trash - Tirar Basura	5 x Week	X	X	X	X	X		
Wipe off boards & trays - Limpiar pizarrones y cajas de tiza	5 x Week	X	X	X	X	X		
Spot clean Interior Glass - Desmanchar cristales interiores	5 x Week	X	X	X	X	X		
Vacuum Carpets - Aspirado de alfombras	2 x Week		X		X			
Spot Vacuuming - Aspirado parcial de alfombra	3 x Week	X		X		X		
Sweep Hard Surface Floors - Barrido de Pisos de Superficie Dura	2 x Week	N/A						
Damp Mop Floors - Fregado de pisos ("mapeado")	1 x Week	N/A						
Wipedown Garbage Cans - Limpiar botes de basura	1 x Week				X			

<b>General Cleaning &amp; Dusting</b> - Limpieza General y Sacudido	<b>1 x Week</b>				X			
<b>Carpet Edging</b> - Orillas de la Alfombra	<b>1 x Month</b>	<b>FIRST TUESDAY OF THE MONTH</b>						
<b>High Dusting/Cobweb Removal up to 12 feet</b> - Sacudido y Limpieza de Telarañas hasta 12 pies de alto	<b>Quarterly</b>	<b>FIRST WEEK OF OCT, JAN, APRIL, JULY</b>						

<b>KITCHEN/LOUNGES</b> <b>COCINAS/COMEDORES</b>	<b>Frequency</b> <b>Frecuencia</b>	<b>Sun</b> <b>Dom</b>	<b>Mon</b> <b>Lun</b>	<b>Tue</b> <b>Mar</b>	<b>Wed</b> <b>Mie</b>	<b>Thu</b> <b>Jue</b>	<b>Fri</b> <b>Vie</b>	<b>Sat</b> <b>Sab</b>
<b>Empty Trash</b> - Tirar Basura	<b>5 x Week</b>	X	X	X	X	X		
<b>Clean table tops</b> - Limpiar mesas	<b>5 x Week</b>	X	X	X	X	X		
<b>Clean sinks</b> - Limpiar los sinks	<b>5 x Week</b>	X	X	X	X	X		
<b>Clean countertops</b> - Limpiar los mostradores	<b>5 x Week</b>	X	X	X	X	X		
<b>Spot clean walls including by the waste receptacles</b> - Limpiar paredes incluyendo cerca a botes de basura	<b>5 x Week</b>	X	X	X	X	X		
<b>Vacuum Carpets</b> - Aspirado de alfombras	<b>5 x Week</b>	X	X	X	X	X		
<b>Sweep &amp; Damp mop Hard Surface Floors</b> - Barrido y trapeado de Pisos de Superficie Dura	<b>5 x Week</b>	X	X	X	X	X		
<b>Wipedown Garbage Cans</b> - Limpiar botes de basura	<b>1 x Week</b>				X			
<b>General Cleaning &amp; Dusting</b> - Limpieza General y Sacudido	<b>1 x Week</b>				X			
<b>Exterior Appliances</b> - Limpieza exterior de refrigerador y microondas	<b>1 x Week</b>				X			
<b>High Dusting/Cobweb Removal up to 12 feet</b> - Sacudido y Limpieza de Telarañas hasta 12 pies de alto	<b>Quarterly</b>	<b>FIRST WEEK OF OCT, JAN, APRIL, JULY</b>						

<b>ELEVATORS</b> <b>ELEVADORES</b>	<b>Frequency</b> <b>Frecuencia</b>	<b>Sun</b> <b>Dom</b>	<b>Mon</b> <b>Lun</b>	<b>Tue</b> <b>Mar</b>	<b>Wed</b> <b>Mie</b>	<b>Thu</b> <b>Jue</b>	<b>Fri</b> <b>Vie</b>	<b>Sat</b> <b>Sab</b>
<b>General Cleaning</b> - Limpieza General	<b>5 x Week</b>	X	X	X	X	X		
<b>Elevator tracks</b> - Rieles de las puertas	<b>5 x Week</b>	X	X	X	X	X		
<b>Vacuum Carpets</b> - Aspirado de alfombras	<b>5 x Week</b>	X	X	X	X	X		
<b>Sweep Hard Surface Floors</b> - Barrido de Pisos de Superficie Dura	<b>5 x Week</b>	X	X	X	X	X		
<b>Damp Mop Floors</b> - Fregado de pisos ("Trapeado")	<b>5 x Week</b>	X	X	X	X	X		

<b>RESTROOMS, SHOWERS, LOOKER ROOMS</b> <b>BAÑOS, DUCHAS (REGADERAS) Y BESTIDORES</b>	<b>Frequency</b> Frecuencia	<b>Sun</b> Dom	<b>Mon</b> Lun	<b>Tue</b> Mar	<b>Wed</b> Mie	<b>Thu</b> Jue	<b>Fri</b> Vie	<b>Sat</b> Sab
<b>Empty Trash</b> - Tirar Basura	5 x Week	X	X	X	X	X		
<b>Sweep Hard Surface Floors</b> - Barrido de Pisos de Superficie Dura	5 x Week	X	X	X	X	X		
<b>Damp Mop Floors</b> - Fregado de pisos (" <i>mapeado</i> ")	5 x Week	X	X	X	X	X		
<b>Police Area</b> - Area de Policía	5 x Week	X	X	X	X	X		
<b>Clean Mirrors</b> - Limpieza de Espejos	5 x Week	X	X	X	X	X		
<b>Clean Toilets &amp; Urinals</b> - Limpieza de Inodoros y Urinales	5 x Week	X	X	X	X	X		
<b>Clean Sinks</b> - Limpieza de Lavabos	5 x Week	X	X	X	X	X		
<b>Clean Partitions</b> - Limpieza de Particiones	5 x Week	X	X	X	X	X		
<b>Clean Counter Tops</b> - Limpieza de mostradores	5 x Week	X	X	X	X	X		
<b>Restock Soap Dispensers</b> - Reabastecimiento de Jabón	5 x Week	X	X	X	X	X		
<b>Restock Toilet Paper &amp; Towel Dispenser</b> -poner papel y toallas	5 x Week	X	X	X	X	X		
<b>Prime Floor Drains</b> - Coladeras de Drenaje	5 x Week	X	X	X	X	X		

<b>STAIRWAYS &amp; STAIRWELLS</b> <b>ESCALERAS</b>	<b>Frequency</b> Frecuencia	<b>Sun</b> Dom	<b>Mon</b> Lun	<b>Tue</b> Mar	<b>Wed</b> Mie	<b>Thu</b> Jue	<b>Fri</b> Vie	<b>Sat</b> Sab
<b>General Cleaning</b> - Limpieza General	2 x Week		X			X		
<b>Sweep Hard Surface Floors</b> - Barrido de Pisos de Superficie Dura	2 x Week		X			X		
<b>Damp Mop Floors</b> - Fregado de pisos (" <i>Trapeado</i> ")	2 x Week		X			X		
<b>Carpet Edging</b> - Orillas de la Alfombra	1 x Month	<b>FIRST TUESDAY OF THE MONTH</b>						
<b>High Dusting/Cobweb Removal up to 12 feet</b> - Sacudido y Limpieza de Telarañas hasta 12 pies de alto	Quarterly	<b>FIRST WEEK OF OCT, JAN, APRIL, JULY</b>						

<b>OUTSIDE AREAS, TERRACES/ BALCONIES</b> <b>BALCONES/TERRAZAS, AREAS EXTERIORES</b>	<b>Frequency</b> Frecuencia	<b>Sun</b> Dom	<b>Mon</b> Lun	<b>Tue</b> Mar	<b>Wed</b> Mie	<b>Thu</b> Jue	<b>Fri</b> Vie	<b>Sat</b> Sab
<b>Empty Trash Within 15 Feet of Main Entrances</b> - Sacar Basura de la entrada principal	5 x Week	X	X	X	X	X		
<b>Sweep/Blow Within 15 Feet of Entrances</b> -barre/soplar a 15 pies de entradas	1 x Week	X						