



Task Assignment

EMPLOYEE NAME:

BUILDING:

SHIFT/HRS:

DAYS WORKED:

02-020 CERAS
2nd 6:00pm-2:30am
Sunday-Thursday

<u>NOTES:</u>	
TASKS OUT OF SCOPE (work order required)	
Blinds, Windows, High dusting above 12ft, Chairs cleaning, Interior appliances, Cardboard dumping, Garbage bags more than 40 pounds, etc.	

COMMON AREAS, LOBBIES & CORRIDORS 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	1st Week of the Month						
High Dusting/Cobweb Removal up to 12 feet - Sacudido y Limpieza de Telarañas hasta 12 pies de alto	Quarterly	3rd week of Jan, April, July, October.						

OFFICES, ADMINISTRATIVE AREAS 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		1st, 2nd	
Full Vacuum Carpets - Aspirado de alfombras completo	2 x Week		X			X	3rd, 4th, 5th	
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				1st, 2nd	
General Cleaning & Dusting - Limpieza General y Sacudido	1 x Week				X		3rd, 4th, 5th	
Wipedown Garbage Cans - Limpiar botes de basura	1 x Month	1st Week of the Month						
Carpet Edging - Orillas de la Alfombra	1 x Month	1st Week of the Month						
High Dusting/Cobweb Removal up to 12 feet - Sacudido y Limpieza de Telarañas hasta 12 pies de alto	Quarterly	3rd week of Jan, April, July, October.						

CONFERENCE AND MEETING ROOMS 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				
General Cleaning & Dusting - Limpieza General y Sacudido	1 x Week			X				
Carpet Edging - Orillas de la Alfombra	1 x Month	1st Week of the Month						
High Dusting/Cobweb Removal up to 12 feet - Sacudido y Limpieza de Telarañas hasta 12 pies de alto	Quarterly	3rd week of Jan, April, July, October.						

KITCHEN/LOUNGES COCINAS/COMEDORES	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		
Clean table tops - Limpiar mesas	5 x Week	X	X	X	X	X		
Clean sinks - Limpiar los sinks	5 x Week	X	X	X	X	X		
Clean countertops - Limpiar los mostradores	5 x Week	X	X	X	X	X		
Spot clean walls including by the waste receptacles - Limpiar paredes incluyendo cerca a botes de basura	5 x Week	X	X	X	X	X		
Vacuum Carpets - Aspirado de alfombras	5 x Week	X	X	X	X	X		
Sweep & Damp mop Hard Surface Floors - Barrido y trapeado de Pisos de Superficie Dura	5 x Week	X	X	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				
Exterior Appliances - Limpieza exterior de refrigerador y microondas	1 x Week			X				
High Dusting/Cobweb Removal up to 12 feet - Sacudido y Limpieza de Telarañas hasta 12 pies de alto	Quarterly	3rd week of Jan, April, July, October.						

CLASSROOMS(MOVABLE & FIXED SEATING) SALONES SILLAS FIJAS Y MOVIBLES	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		
Wipe off tables & counters - Limpieza de mesas y mostradores	5 x Week	X	X	X	X	X		
Vacuum Carpets - Aspirado de alfombras	5 x Week	X	X	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						
General Cleaning & Dusting - Limpieza General y Sacudido	1 x Week			X				
Wipedown Garbage Cans - Limpiar botes de basura	1 x Month	1st Week of the Month						
Carpet Edging - Orillas de la Alfombra	1 x Month	1st Week of the Month						
High Dusting/Cobweb Removal up to 12 feet - Sacudido y Limpieza de Telarañas hasta 12 pies de alto	Quarterly	3rd week of Jan, April, July, October.						

COMPUTER ROOMS CUARTOS DE COMPUTACION	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		
Vacuum Carpets - Aspirado de alfombras	3 x Week	X		X		X		
Spot Vacuum - Aspirado parcial de alfombras	2 x Week		X		X			
General Cleaning & Dusting - Limpieza General y Sacudido	1 x Week			X				
Wipedown Garbage Cans - Limpiar botes de basura	1 x Month	1st Week of the Month						
Carpet Edging - Orillas de la Alfombra	1 x Month	1st Week of the Month						
High Dusting/Cobweb Removal up to 12 feet - Sacudido y Limpieza de Telarañas hasta 12 pies de alto	Quarterly	3rd week of Jan, April, July, October.						

LABORATORIES LABORATORIOS	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		
Vacuum Carpets - Aspirar alfombras	3 x Week	X		X		X		
Sweep Hard Surface Floors - Barrer Pisos de Superficie Dura	2 x Week		X		X			
Damp Mop Floors - Fregado de pisos ("Trapeado")	1 x Week				X			
General Cleaning & Dusting - Limpieza General y Sacudido	1 x Week			X				
Wipedown Garbage Cans - Limpiar botes de basura	1 x Month	1st Week of the Month						
Carpet Edging - Orillas de la Alfombra	1 x Month	1st Week of the Month						
Dusting - Sacudido General	Quarterly	3rd week of Jan, April, July, October.						

LIBRARIES BIBLIOTECAS	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		
Full Vacuum Carpets - Aspirado de alfombras completo	3 x Week	X		X		X		
Spot Vacuum - Aspirado parcial de alfombras	2 x Week		X		X			
Sweep Hard Surface Floors - Barrido de Pisos de Superficie Dura	2 x Week	N/A						
Damp mop Hard Surface Floors - Trapeado de Pisos de Superficie Dura	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	1st Week of the Month						
Carpet Edging - Orillas de la Alfombra	1 x Month	1st Week of the Month						
High Dusting/Cobweb Removal up to 12 ft- Sacudido Profundo y Limpieza de Telarañas	Quarterly	3rd week of Jan, April, July, October.						

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

RESTROOMS, SHOWERS, LOOKER ROOMS BAÑOS, DUCHAS (REGADERAS) Y BESTIDORES	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		
Sweep Hard Surface Floors - Barrido de Pisos de Superficie Dura	5 x Week	X	X	X	X	X		
Damp Mop Floors - Fregado de pisos ("mapeado")	5 x Week	X	X	X	X	X		
Police Area - Area de Policía	5 x Week	X	X	X	X	X		
Clean Mirrors - Limpieza de Espejos	5 x Week	X	X	X	X	X		
Clean Toilets & Urinals - Limpieza de Inodoros y Urinales	5 x Week	X	X	X	X	X		
Clean Sinks - Limpieza de Lavabos	5 x Week	X	X	X	X	X		
Clean Partitions - Limpieza de Particiones	5 x Week	X	X	X	X	X		
Clean Counter Tops - Limpieza de mostradores	5 x Week	X	X	X	X	X		
Restock Soap Dispensers - Reabastecimiento de Jabón	5 x Week	X	X	X	X	X		
Restock Toilet Paper & Towel Dispenser -poner papel y toallas	5 x Week	X	X	X	X	X		
Prime Floor Drains - Coladeras de Drenaje	5 x Week	X	X	X	X	X		

STAIRWAYS & STAIRWELLS ESCALERAS	Frequency Frecuencia	Sun Dom	Mon Lun	Tue Mar	Wed Mie	Thu Jue	Fri Vie	Sat Sab
General Cleaning - Limpieza General	2 x Week	X			X			
Sweep Hard Surface Floors - Barrido de Pisos de Superficie Dura	2 x Week	X			X			
Damp Mop Floors - Fregado de pisos ("Trapeado")	2 x Week	X			X			
Carpet Edging - Orillas de la Alfombra	1 x Month	1st Week of the Month						
High Dusting/Cobweb Removal up to 12 feet - Sacudido y Limpieza de Telarañas hasta 12 pies de alto	Quarterly	3rd week of Jan, April, July, October.						

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