

## Task Assignment



<b>EMPLOYEE NAME:</b>		<b>NOTES:</b>
<b>BUILDING:</b>	<b>03-300 Cubberly</b>	<b>TASKS OUT OF SCOPE (work order required)</b>
<b>SHIFT/HRS:</b>	<b>2nd 6:00pm-2:30am</b>	<b>Blinds, Windows, High dusting above 12ft, Chairs cleaning, Interior appliances, Cardboard dumping,</b>
<b>DAYS WORKED:</b>	<b>Sunday-Thursday</b>	<b>Garbage bags more than 40 pounds, etc.</b>

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		
Spot Vacuuming - Aspirado parcial de alfombra	4 x Week	X	X		X	X		
Vacuum Carpets - Aspirado de alfombras	1 x Week			X				
Entry Glass Door Cleaning - Limpieza de vidrios de la puerta de entrada	3 x Week	X		X		X		
Wash Garbage Cans - Lavar botes de basura	1 x Week			X				
Sweep & Damp mop Hard Surface Floors - Barrido y trapeado de Pisos de Superficie Dura	3 x Week	X		X		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 ft- Sacudido Profundo y Limpieza de Telarañas	Quarterly	First week of the Month <b>October, January, April, July</b>						

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	B & 3rd flr	
Sweep Hard Surface Floors - Barrido de Pisos de Superficie Dura	2 x Week		X			X	B & 3rd flr	
Damp mop Hard Surface Floors - trapeado de Pisos de Superficie Dura	1 x Week		X				B & 3rd flr	
Full Vacuum Carpets - Aspirado de alfombras completo	2 x Week	X			X		1 and 2nd	
Sweep Hard Surface Floors - Barrido de Pisos de Superficie Dura	2 x Week	X			X		1 and 2nd	
Damp mop Hard Surface Floors - trapeado de Pisos de Superficie Dura	1 x Week	X					1 and 2nd	
Wash Garbage Cans - Lavar 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 ft- Sacudido Profundo y Limpieza de Telarañas	Quarterly	First week of the Month <b>October, January, April, July</b>						

<b>CONFERENCE ROOMS</b> <b>SALONES DE CONFERENCIA</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
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	3 x Week	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		
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 ft- Sacudido Profundo y Limpieza de Telarañas	Quarterly	First week of the Month October,January,April,July						
<b>KITCHEN/LOUNGES</b> <b>COCINAS/COMEDORES</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
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 - Desmanchar paredes especialmente cerca a botes de	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 ft- Sacudido Profundo y Limpieza de Telarañas	Quarterly	First week of the Month October,January,April,July						
<b>THEATERS AND AUDITORIUMS</b> <b>TEATROS Y AUDITORIOS</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
Empty Trash - Tirar Basura	5 x Week	X	X	X	X	X		
Wash Garbage Cans - Lavar botes de basura	1 x Week				X			
Spot Vacuum - Aspirado parcial de alfombras	2 x Week		X		X			
Full Vacuum Carpets - Aspirado de alfombras	3 x Week	X		X		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 ft- Sacudido Profundo y Limpieza de Telarañas	Quarterly	First week of the Month October,January,April,July						

<b>LIBRARIES BIBLIOTECAS</b>	<b>Frequency Frecuencia</b>	<b>Sun Dom</b>	<b>Mon Lun</b>	<b>Tue Mar</b>	<b>Wed Mie</b>	<b>Thu Jue</b>	<b>Fri Vie</b>	<b>Sat Sab</b>
Empty Trash - Tirar Basura	5 x Week	X	X	X	X	X		
Wash Garbage Cans - Lavar botes de basura	1 x Week				X			
Spot Vacuum - Aspirado parcial de alfombras	2 x Week		X		X			
Vacuum Carpets - Aspirado de alfombras	3 x Week	X		X		X		
Sweep Hard Surface Floors - Barrido de Pisos de Superficie Dura	2 x Week		X			X		
Damp Mop Floors - Fregado de pisos ("mapeado")	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 ft- Sacudido Profundo y Limpieza de Telarañas	Quarterly	First week of the Month October,January,April,July						
<b>CLASSROOMS(MOVABLE &amp; FIXED SEATING) SALONES SILLAS FIJAS Y MOVIBLES</b>	<b>Frequency Frecuencia</b>	<b>Sun Dom</b>	<b>Mon Lun</b>	<b>Tue Mar</b>	<b>Wed Mie</b>	<b>Thu Jue</b>	<b>Fri Vie</b>	<b>Sat Sab</b>
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		
Wash Garbage Cans - Lavar botes de basura	1 x Week				X			
Spot clean Interior Glass - Desmanchar cristales interiores	3 x Week	X		X		X		
General Cleaning & Dusting - Limpieza General y Sacudido	1 x Week		X					
General Cleaning & Dusting - Limpieza General y Sacudido	1 x Month	1st week of the Month						
High Dusting/Cobweb Removal up to 12 ft- Sacudido Profundo y Limpieza de Telarañas	Quarterly	First week of the Month October,January,April,July						
<b>ELEVATORS ELEVADORES</b>	<b>Frequency Frecuencia</b>	<b>Sun Dom</b>	<b>Mon Lun</b>	<b>Tue Mar</b>	<b>Wed Mie</b>	<b>Thu Jue</b>	<b>Fri Vie</b>	<b>Sat Sab</b>
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		

<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
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 ft- Sacudido Profundo y Limpieza de Telarañas	Quarterly	First week of the Month October, January, April, July						

<b>RESTROOMS &amp; SHOWERS</b> <b>BAÑOS Y DUCHAS (REGADERAS)</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
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		

<b>OUTSIDE AREAS</b> <b>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
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			
Prime Floor Drains - Coladeras de Drenaje	5 x Week	X	X	X	X	X		