



## Task Assignment

**EMPLOYEE NAME:**

**BUILDING:**

**SHIFT/HRS:**

**DAYS WORKED:**

**03-220T GALVEZ MODULAR**

**2ND 6:00PM-2:30 AM**

**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	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	First week of Jan, April, July, October.						

<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	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	First week of Jan, April, July, October.						

<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>1st Week 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 Jan, April, July, October.</b>					

<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 - 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	First week of Jan, April, July, October.						

<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
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, 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
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						