



## Task Assignment

**EMPLOYEE NAME:**

**BUILDING:**

**SHIFT/HRS:**

**DAYS WORKED:**

**08-360 LITTLEFIELD**

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

**SUNDAY- THURSDAY**

**NOTES:**

| <b>COMMON AREAS, LOBBIES &amp; CORRIDORS</b><br>AREAS COMUNES, RECEPCIONES Y CORREDORES            | Frequency<br>Frecuencia | Sun<br>Dom                        | Mon<br>Lun | Tue<br>Mar | Wed<br>Mie | Thu<br>Jue | Fri<br>Vie | Sat<br>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>1st Week of the Month</b>      |            |            |            |            |            |            |
| High Dusting/Cobweb Removal up to 12 feet - Sacudido y Limpieza de Telarañas hasta 12 pies de alto | Quarterly               | <b>Jan, April, July, October.</b> |            |            |            |            |            |            |

| <b>OFFICES, ADMINISTRATIVE AREAS</b><br>OFICINAS, AREAS ADMINISTRATIVAS                            | Frequency<br>Frecuencia | Sun<br>Dom                        | Mon<br>Lun | Tue<br>Mar | Wed<br>Mie | Thu<br>Jue | Fri<br>Vie | Sat<br>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          |            |            | 3rd, Basement |
| Full Vacuum Carpets - Aspirado de alfombras completo   | 2 x Week                |                                   | X          |            |            | X          |            | 2nd floor     |
| 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          |            |            | 3rd, Basement |
| General Cleaning & Dusting - Limpieza General y Sacudido   | 1 x Week                |                                   | X          |            |            |            |            | 2nd floor     |
| Wipedown Garbage Cans - Limpiar botes de basura  | 1 x Month               | <b>1st Week of the Month</b>      |            |            |            |            |            |               |
| Carpet Edging - Orillas de la Alfombra   | 1 x Month               | <b>1st Week of the Month</b>      |            |            |            |            |            |               |
| High Dusting/Cobweb Removal up to 12 feet - Sacudido y Limpieza de Telarañas hasta 12 pies de alto | Quarterly               | <b>Jan, April, July, October.</b> |            |            |            |            |            |               |

| <b>CONFERENCE AND MEETING ROOMS</b><br><b>SALONES DE CONFERENCIA</b>                               | <b>Frequency</b><br>Frecuencia | <b>Sun</b><br>Dom          | <b>Mon</b><br>Lun | <b>Tue</b><br>Mar | <b>Wed</b><br>Mie | <b>Thu</b><br>Jue | <b>Fri</b><br>Vie | <b>Sat</b><br>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                 |                   |                   |
| 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                      | Jan, April, July, October. |                   |                   |                   |                   |                   |                   |

| <b>KITCHEN/LOUNGES</b><br><b>COCINAS/COMEDORES</b>   | <b>Frequency</b><br>Frecuencia | <b>Sun</b><br>Dom          | <b>Mon</b><br>Lun | <b>Tue</b><br>Mar | <b>Wed</b><br>Mie | <b>Thu</b><br>Jue | <b>Fri</b><br>Vie | <b>Sat</b><br>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                      | Jan, April, July, October. |                   |                   |                   |                   |                   |                   |

| <b>CLASSROOMS(MOVABLE &amp; FIXED SEATING)</b><br><b>SALONES SILLAS FIJAS Y MOVIBLES</b>           | <b>Frequency</b><br>Frecuencia | <b>Sun</b><br>Dom          | <b>Mon</b><br>Lun | <b>Tue</b><br>Mar | <b>Wed</b><br>Mie | <b>Thu</b><br>Jue | <b>Fri</b><br>Vie | <b>Sat</b><br>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                      | Jan, April, July, October. |                   |                   |                   |                   |                   |                   |

| <b>ELEVATORS<br/>ELEVADORES</b>  | <b>Frequency<br/>Frecuencia</b> | <b>Sun<br/>Dom</b> | <b>Mon<br/>Lun</b> | <b>Tue<br/>Mar</b> | <b>Wed<br/>Mie</b> | <b>Thu<br/>Jue</b> | <b>Fri<br/>Vie</b> | <b>Sat<br/>Sab</b> |
|--|---------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>General Cleaning</b> - Limpieza General                             | 5 x Week                        | X                  | X                  | X                  | X                  | X                  |                    |                    |
| <b>Elevator tracks</b> - Rieles de las puertas                         | 5 x Week                        | X                  | X                  | X                  | X                  | X                  |                    |                    |
| <b>Vacuum Carpets</b> - Aspirado de alfombras                          | 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 ("Trapeado")                 | 5 x Week                        | X                  | X                  | X                  | X                  | X                  |                    |                    |

| <b>RESTROOMS, SHOWERS, LOOKER ROOMS<br/>BAÑOS, DUCHAS (REGADERAS) Y BESTIDORES</b> | <b>Frequency<br/>Frecuencia</b> | <b>Sun<br/>Dom</b> | <b>Mon<br/>Lun</b> | <b>Tue<br/>Mar</b> | <b>Wed<br/>Mie</b> | <b>Thu<br/>Jue</b> | <b>Fri<br/>Vie</b> | <b>Sat<br/>Sab</b> |
|--|---------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <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 ("mapeado")                              | 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<br/>ESCALERAS</b>   | <b>Frequency<br/>Frecuencia</b> | <b>Sun<br/>Dom</b> | <b>Mon<br/>Lun</b> | <b>Tue<br/>Mar</b> | <b>Wed<br/>Mie</b> | <b>Thu<br/>Jue</b> | <b>Fri<br/>Vie</b> | <b>Sat<br/>Sab</b> |
|---|---------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>General Cleaning</b> - Limpieza General  | 2 x Week                        | X                  |                    |                    | X                  |                    | #2, #5             |                    |
| <b>Sweep Hard Surface Floors</b> - Barrido de Pisos de Superficie Dura                                    | 2 x Week                        | X                  |                    |                    | X                  |                    | #2, #5             |                    |
| <b>Damp Mop Floors</b> - Fregado de pisos ("Trapeado")  | 2 x Week                        | X                  |                    |                    | X                  |                    | #2, #5             |                    |
| <b>General Cleaning</b> - Limpieza General  | 2 x Week                        |                    | X                  |                    |                    | X                  | #1, #3, #4         |                    |
| <b>Sweep Hard Surface Floors</b> - Barrido de Pisos de Superficie Dura                                    | 2 x Week                        |                    | X                  |                    |                    | X                  | #1, #3, #4         |                    |
| <b>Damp Mop Floors</b> - Fregado de pisos ("Trapeado")  | 2 x Week                        |                    | X                  |                    |                    | X                  | #1, #3, #4         |                    |
| <b>Carpet Edging</b> - Orillas de la Alfombra   | 1 x Month                       |                    |                    |                    |                    |                    |                    |                    |
| <b>High Dusting/Cobweb Removal up to 12 feet</b> - Sacudido y Limpieza de Telarañas hasta 12 pies de alto | Quarterly                       |                    |                    |                    |                    |                    |                    |                    |

| <b>OUTSIDE AREAS, TERRACES/ BALCONIES<br/>BALCONES/TERRAZAS, AREAS EXTERIORES</b>          | <b>Frequency<br/>Frecuencia</b> | <b>Sun<br/>Dom</b> | <b>Mon<br/>Lun</b> | <b>Tue<br/>Mar</b> | <b>Wed<br/>Mie</b> | <b>Thu<br/>Jue</b> | <b>Fri<br/>Vie</b> | <b>Sat<br/>Sab</b> |
|--|---------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <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                  |                    |                    |                    |                    |                    |                    |