



## Task Assignment

**EMPLOYEE NAME:**

**BUILDING:**

**SHIFT/HRS:**

**DAYS WORKED:**

**14-050 Ventura**  
**2nd 6:00pm-2:30am**  
**Sunday-Thursday**

NOTES:	
<b>TASKS OUT OF SCOPE (work order required)</b>	
Blinds, Windows, High dusting 12ft and up, 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	2nd week of the month Nov, Feb, May, Aug.						

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	5 x Week	X	X	X	X	X		
Empty Recycle - Colectar reciclaje	3 x Week	N/A						
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	2nd week of the month Nov, Feb, May, Aug.						

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					

<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>2nd week of the month Nov, Feb, May, Aug.</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	2nd week of the month Nov, Feb, May, Aug.						

<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>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 feet - Sacudido y Limpieza de Telarañas hasta 12 pies de alto	Quarterly	2nd week of the month Nov, Feb, May, Aug.						

<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						