

Housekeeping Tasks						
<u>Task/Area</u>	<u>Bathroom</u>	<u>Breakroom</u>	<u>Exterior</u>	<u>Lobby, Conference Room, and Hallway</u>	<u>Offices</u>	<u>Production Floor</u>
Buffing	Monthly	Twice Monthly	No Requirement	Twice Monthly	Monthly	Quarterly, to be schedule with COR
Cardboard Recycling	No Requirement	Monthly	Daily	No Requirement	As Needed	As Needed; Minimum of 3 times per shift
Damp Mop/Wet Vacuum	As Needed; Minimum of 2 times per shift	1 time per day	No Requirement	As Needed; Minimum of 1 time per shift	Weekly	Twice Weekly
Deodorize	Daily	Daily	No Requirement	Daily	Daily	Daily
Dusting/Polishing Furniture and Appliances	Daily	Quarterly	As Needed	Daily	Weekly	Weekly
Fixture Cleaning	As Needed; Minimum of 2 times per shift	As Needed; Minimum of 1 time per shift	No Requirement	Daily	Daily	As Needed; Minimum of 1 time per shift
Food Service	No Requirement	As Needed; Minimum of 1 time per shift	As Needed; Minimum of 1 time per shift	As Needed; Minimum of 1 time per shift	Daily	No Requirement
Glass	As Needed; Minimum of 2 times per shift	Weekly	No Requirement	Daily	Weekly	Weekly

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High Dusting	Monthly	As Needed; Minimum of 1 time per shift	No Requirement	Weekly	Monthly	Quarterly
Lights/HVAC Vents	Quarterly	Quarterly	No Requirement	Daily	Quarterly	Quarterly
Mats	No Requirement	Every 2 Weeks	As Needed	Daily	As Needed	Every 2 Weeks
Police/Spot Clean	As Needed; Minimum of 3 times per shift	2 times per shift	Daily	As Needed; Minimum of 3 times per shift	As Needed; minimum of once per day	2 times per shift
Recycling	No Requirement	As Needed; Minimum of 1 time per shift	Daily	As Needed; Minimum of 1 time per shift	Daily	As Needed; Minimum of 1 time per shift
Replenishment	As Needed; Minimum of 2 times per shift	As Needed; Minimum of 1 time per shift	No Requirement	As Needed	As Needed; minimum of once per day	As Needed; Minimum of 1 time per shift

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Shampoo	No Requirement	No Requirement	No Requirement	Monthly	Quarterly	No Requirement
Strip and Wax	Quarterly	Quarterly	No Requirement	Quarterly	Quarterly	Quarterly
Sweep/Vacuum	As Needed; Minimum of 2 times per shift	Daily	Daily	As Needed; Minimum of 1 time per shift	Twice weekly	Daily
Trash	As Needed; Minimum of 2 times per shift	As Needed; Minimum of 2 times per shift	As Needed; Minimum of 1 time per shift	As Needed; Minimum of 2 times per shift	Daily	As Needed; Minimum of 3 times per shift
Upholstery	No Requirement	Monthly	No Requirement	Weekly	Twice monthly	Monthly
Walls	Twice Weekly	Weekly	No Requirement	Weekly	Weekly	Twice Monthly