

**ATTACHMENT F
JANITORIAL TASKS AND FREQUENCIES CHECKLIST**

MONTHLY

ELEVATOR					
CLEAN ELEVATOR TO INCLUDE:					
FLOOR, WALLS, CEILING PANELS, AND GRAB BAR, ETC.					
WIPE BUTTONS, INSIDE AND OUTSIDE OF ELEVATOR					
CLEAN WINDOWS/GLASS DOOR LOCATED:					
VESTIBULES					
HALLWAYS					
CONFERENCE ROOMS					
GROUP ROOMS					
LOBBY AREAS					
KITCHEN AREAS					
BREAK ROOMS					
GLASS DOORS - 1ST FLOOR					
ROOMS(CONFERENCE, GROUP,TREATMENT, BREAK),KITCHEN, LOBBY AND COPIER AREAS:					
DUST BLINDS: VENETIAN, MINI AND VERTICAL					
MONTH OF:		COMPLETED BY:			
REVIEWED BY:			DATE:		
**To be sent to the Facilities Manager on the first business day of the following month.					

