

**ATTACHMENT E
JANITORIAL TASKS AND FREQUENCIES CHECKLIST**

TWICE WEEKLY

ROOMS (CONFERENCE, GROUP, TREATMENT BREAK), KITCHEN AREAS, LOBBY AND COPIER AREAS:					MON	TUES	WED.	THURS.	FRI.
VACUUM AND MOP ALL TILE AREAS TO INCLUDE TILE AND VINYL FLOORS									
CLEAN AND WIPE DOWN COUNTER TOPS, ALL TABLES, ETC.									
VACUUM AND REMOVE ALL DUST OR SPIDER WEBS FROM:									
WALL/CEILING RETURNS									
VENTS									
WALLS									
CEILINGS									
WEEKS OF:					COMPLETED BY:				
REVIEWED BY:					DATE:				
**To be sent to the Facilities Manager on the Monday after completion of the 2 weeks.									