

Check the Desired Duties

Use this worksheet as a check off for duties the customer request

chk	Duty	chk	Duty
	Doors		Strip Floors
	Windows		Seal Floors
	Trash Cans Emptied (5 or less)		Wax Floors
	Trash Cans Emptied (6 to 10)		Buff Daily
	Trash Can Emptied (11 to 15)		Buff Weekly
	Provide liners (1) size to 16 gallon		Buff Monthly
	Provide Liners (1) size to 60 gallon		Scrub Monthly
	Provide Liners (2) Sizes		Clean vending Machines
	Clean 1 Restroom (2 stalls)		Wash Office Walls
	Clean 2 Restrooms (2 stalls)		Wash Bathroom Walls
	Vacuum		Wash Kitchen Walls
	Mop Hall		Dust Ceiling Fans
	Mop Kitchen		Dust Mop Floors
	Mop Office Area		Sweep Front Area
	Mop Store Area		Other
	Polish Furniture		
	Dust Furniture		
	Dust Blinds		
	Disinfect Bathrooms		
	Extract/ Clean Carpets		
	Spot Clean Carpets		
	Clean & Sanitize Floor Drains		
	Clean & Sanitize Sink Drains		
	Dust Pictures		
	Maintain Wood Floors		
	Change/ Dust Light Bulbs		
	Fill Bathroom Dispensers		
	Provide Bathroom Supplies		