

Task Matrix

TASKS (brief description)	Nightly	Monthly	October	April
Empty wastebaskets	X			
Dust-mop/sweep hard surfaces	X			
Vacuum carpets & walk off mats	X			
Dust visible surfaces (furniture, fixtures, etc.) throughout entire building	X			
Remove fingermarks/smudges from the glass throughout entire building	X			
Clean/disinfect/polish hand-washing sinks & drinking fountains	X			
Clean/disinfect countertops (admin only), toilets, showers, and sinks in restrooms	X			
Remove mineral/calcium deposits from bathrooms and breakroom sinks	X			
Clean all restrooms mirrors & polish metal	X			
Sweep & wet mop all vinyl sheeting & VCT floors	X			
Restock/refill soaps & paper products throughout entire building	X			
Monitor sidewalks, parking areas and the area around dumpster for loose debris and trash	X			
Empty ashtrays & trash (near smoking areas)	X			
Remove spots/stains from carpets/rugs/tile	X			
Wash wastebaskets if unsanitary or malodorous	X			

TASKS (brief description)	Nightly	Monthly	October	April
Remove fingermarks/smudges from walls, doors/frames, kick plates, and woodwork throughout entire building		X		
Vacuum fabric furniture/clean plastic chairs		X		
Clean restroom walls and all metal including door handles		X		
Wash baseboards, cove-base edges/corners		X		
Damp wipe (top/sides) heat register surfaces		X		
Vinyl sheeting & VCT floors Stripped and re-waxed			X	
Vinyl sheeting & VCT floors buffed to a shine and touched up				X
All carpeted floors & walk off mats vacuumed & shampooed			X	X
Dust surfaces over 6 feet in height, window coverings, overhead pipes, molding, fire alarm bells, emergency lighting, vent covers, etc.			X	X
Wash interior glass, windowsills, frames, Relight, Transom and Sidelights			X	X
Vacuum floor along sides/fronts of refrigerators/freezers			X	X