|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Daily Tasks** | Monday | Tuesday | Wednesday | Thursday | Friday |
| **Date:** |  |  |  |  |  |
| **All Rooms:** |  |  |  |  |  |
| Take Trash Out |  |  |  |  |  |
| Re-Line Trash Can |  |  |  |  |  |
| Vacuum Rug Areas |  |  |  |  |  |
| Sweep Floors |  |  |  |  |  |
| Scrape, Scrub Stuck on Stuff |  |  |  |  |  |
| Mop Floors |  |  |  |  |  |
| **Wipe and Disinfect:** |  |  |  |  |  |
| Toilets |  |  |  |  |  |
| Sinks |  |  |  |  |  |
| Counter Tops |  |  |  |  |  |
| **Refill:** |  |  |  |  |  |
| Soap Dispensers |  |  |  |  |  |
| Toilet Paper |  |  |  |  |  |
| Paper Towels |  |  |  |  |  |
| **Keep extras on shelf:** |  |  |  |  |  |
| Toilet Paper |  |  |  |  |  |
| Paper Towels |  |  |  |  |  |
| Soap |  |  |  |  |  |
| **Specific to Kitchen:** |  |  |  |  |  |
| Sweep |  |  |  |  |  |
| Mop |  |  |  |  |  |
| **Stairs/Hallways** |  |  |  |  |  |
| Sweep |  |  |  |  |  |
| Mop |  |  |  |  |  |
| Sanitize Rails/Door Handles |  |  |  |  |  |
| **Offices:** |  |  |  |  |  |
| Vacuum |  |  |  |  |  |
| Empty Trash |  |  |  |  |  |
| Reline Trash cans |  |  |  |  |  |
| Sanitize |  |  |  |  |  |
| **Sanatize whole building M,W,F** |  |  |  |  |  |
| **Completed:** |  |  |  |  |  |
| **Initials** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

.nnnnnnnnn