				2 X / week		3 X / week			
Services	Daily	1 X / week	2 X / week	& spot daily	3 X / week	-	4 X / week	3 X / month	1 X / year
Office Space									
Vacuum - office		Х							
Office Trash/Recycle					Х				
Public Areas									
Restrooms	Х								
Public Areas - Trash	X								
Public Areas - Vacuum / Swept (Spot)	Х								
Public Areas - Drinking Fountains	Х								
Public Areas - Vacuum / Swept (Thorough)		Х							
Public Areas - Cleaned / Dusted		х							
Wet mop - hallway				Х					
Vacuum - hallway (except for 1st floor)						Х			
Dust mop - hallway (except for 1st floor)						Х			
Conference Rooms									
Conference Rooms - Trash / Recycle	Х								
Conference Rooms - Tables	Х								
Conference Rooms - Vacuum / Swept (Spot)			X						
Conference Rooms - Mopped (Spot)			Х						
Conference Rooms - Vacuum / Swept (Thorough)					Х				
Conference Rooms - Mopped (Thorough)					Х				
Classrooms									
Classrooms / Auditoriums - Trash / Recycle	Х								
Classrooms / Auditoriums - Tables	Х								
Classrooms / Auditoriums - Vacuum / Swept (Spot)			Х						
Classrooms / Auditoriums - Mopped (Spot)			х						
Classrooms / Auditoriums - Mopped (Thorough)					Х				
Classrooms / Auditoriums - Vacuum / Swept (Thorough)					Х				
Labs									
Labs - Swept / Spot Mopped			Х						
Labs - Swept / Wet Mopped Thoroughly					Х				
Labs - Trash / Recycle							х		
Lounges / Breakrooms / Kitchens									
Lounges / Breakrooms / Kitchens - Trash / Recycle	Х								
Lounges / Breakrooms / Kitchens - Vacuum / Swept / Mopped							Х		
Lounges / Breakrooms / Kitchens - Sinks							X		
Patient Care Areas									
Patient Care Areas - All tasks	Х								
Floor Care									
Buffing - hallways and labs								Х	
Buffing - patient care areas	1							X	
Annual Carpet Cleaning	1								Х
Annual Strip-n-Wax									Х
			•	•	•	•			