TASK PRIORITIZATION COLOR CODING	ENTRANCES, LOBBIES, CORRIDORS	CLASSROOMS, SEMINAR ROOMS	RESEARCH LABS	OFFICES	CONFERENCE ROOMS	RESTROOMS	STAIRWELLS	ELEVATORS	LOUNGES, KITCHENETTES
								daily	
Oaily Remptyvteraskai/remphaoceliner central location	daily	daily	Greicopaet to cen teahtocetio n central location	Oc alaiby nt to remove to central location	Occupant to remove to central location	daily	demove to central location		daily
Remove rdaily									

DEFINITION OF TASKS

Autoscrub/mop floors. Using appropriate size autoscrub machine and following manufacturer's directions, autoscrub area thoroughly, ensuring that corner areas are cleaned, using a mop in the areas the machine cannot reach.

Carpet Extraction Cleaning. After moving portable furniture and spotting and vacuuming floor, clean entire carpet with extraction machine according to manufacturer's instructions. Allow to dry overnight. Note: Customer will be asked to pick up personal belongings prior to carpet extraction.

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Clean/disinfect all fixtures. Restroom fixtures will be cleaned with an approved chemical.

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Vacuum/sweep pedestrian traffic areas. Vacuum carpet or sweep hard floors in main foot traffic areas only.

Updated 8/16/2021