

DAILY MAINTENANCE/CLEANING SCHEDULE

- Remove all trash from building and sanitize hallways every day. Complete snow removal when necessary.
- Monday: Vacuum and/or clean 1st floor hallway. Clean front entry doors/windows. Clean restroom (lavatory-commode-mirror). Stock toilet tissue, paper towels and soap.
- Tuesday: Vacuum even numbered floor hallways and activity room carpets.
- Wednesday: Clean front entry doors/windows. Mop entry, laundry room, restroom, all trash rooms, and compactor room.
- Thursday: Vacuum odd numbered floor hallways and activity room carpets.
- Friday: Clean front entry doors/windows. Pick up trash on property and parking lot.
- Work Orders: Work orders must be prioritized by site manager and worked on immediately after cleaning responsibilities are complete.

ONCE PER MONTH:

DATE:

_____ (1st week): Sweep and mop left stairwell.

_____ (2nd week): Clean windows and doors in all activity rooms and hallways. Wipe the window sills.

_____ (3rd week): Remove grass/weeds from parking lot, walkways and flower beds.

_____ (4th week): Sweep and mop right stairwell.

All work is to be completed by employees, not resident volunteers.

I acknowledge, by my signature below, that I have been given a clear explanation of and fully understand the purpose of the Daily Maintenance/Cleaning Schedule. This is for compliance assurance purposes.

Maintenance Signature

Date

Manager Signature

Date