

UAB BUILDING SERVICES EMPLOYEE TASK AND FREQUENCY SCHEDULE

Instructions; Employee to initial each task completed each day. Tasks are to be completed on the day scheduled, identified by an "X" on the form below. Employee is to initial each task completed each day. See notes at the end of this schedule.

Employee Name (Print) _____

Employee Signature _____

Building / Area _____

TASK	WEEK OF:	SUN	MON	TUE	WED	THU	FRI	SAT	Supv. Initials	Date Checked

Restroom/Locker Room/Weight room Cleaning DAILY TASK <i>Chemicals</i> Properly labeled germicide	Sinks		X	X	X	X	X			
	Fixtures		X	X	X	X	X			
	Mirrors		X	X	X	X	X			
	Disinfect surfaces		X	X	X	X	X			
	Urinals, commodes, showers		X	X	X	X	X			
	Stall partitions, walls		X	X	X	X	X			
	Entrance door, light switch		X	X	X	X	X			
	Refill dispensers		X	X	X	X	X			
	Remove all trash		X	X	X	X	X			
	Reline receptacles		X	X	X	X	X			
	Clean receptacles		X	X	X	X	X			
	Wet mop		X	X	X	X	X			

TASK	WEEK OF: _____	SUN	MON	TUE	WED	THU	FRI	SAT	Supv. Initials	Date Checked
<p>Office / Conference Rooms/Private Space Cleaning</p> <p>AS SCHEDULED</p> <p>HOLIDAYS: See notes</p> <p>Chemicals Properly labeled all purpose cleaner, glass cleaner & germicide</p> <p>VACUUM 2nd & 4th Monday of each month</p> <p>* May be reported to GL or Supv</p>	Remove all trash, reline & spot clean receptacles		X			X				
	Recycle OR trash removal - if bldg does not recycle			X						
	Spot clean walls baseboards & telephone		X				X			
	Entrance glass		X				X			
	Entrance doors, door frames and light switches		X				X			
	Vacuum carpet (traffic areas)									
	Vacuum (complete room) 2nd & 4th Monday BIWEEKLY		X							
	Check carpet for spots Enter for day scheduled: Initials = No spots found C = Cleaned R = Reported*		X				X			
Dust mop & damp mop tile		X				X				
<p>Lounges / Break room (Kitchen) Cleaning</p> <p>DAILY TASK</p> <p>Chemicals Properly labeled all purpose cleaner, glass cleaner & germicide</p>	Sinks, counter tops, surfaces		X	X	X	X	X			
	Wipe tables & spot clean chairs		X	X	X	X	X			
	Remove all trash, reline & spot clean receptacles		X	X	X	X	X			
	Recycle			X						
	Spot clean walls, baseboards & telephone		X	X	X	X	X			
	Entrance doors, door frames and light switches		X	X	X	X	X			

TASK	WEEK OF: _____	SUN	MON	TUE	WED	THU	FRI	SAT	Supv. Initials	Date Checked
CONTINUED Lounges / Break Room (kitchen) Cleaning DAILY TASK * May be reported to GL or Supv	Refill Dispensers		x	x	x	x	x			
	Vacuum carpet (traffic areas)		x	x	x		x			
	Vacuum carpet (complete room)					x				
	Check carpet for spots		x	x	x	x	x			
	Dust mop & damp mop tile		x	x	x	x	x			
Corridors/Stairs/Lobbies/Common Space Cleaning DAILY TASK Chemicals <i>Properly labeled all purpose cleaner, glass cleaner & germicide</i> * May be reported to GL or Supv	Remove all trash, reline & spot clean receptacles		x	x	x	x	x			
	Recycle			x						
	Spot clean walls, baseboards & telephone		x	x	x	x	x			
	Ledges		x	x	x	x	x			
	Water fountains		x	x	x	x	x			
	Entrance glass ,door frames, light switches & Elevators		x	x	x	x	x			
	Vacuum carpet		x	x	x	x	x			
	Check carpet for spots		x	x	x	x	x			
	Dust mop & damp mop tile		x	x	x	x	x			
	Auto-scrub / burnish tile AS SCHEDULED									
Sweep outside steps to entrance		x	x	x	x	x				

TASK	WEEK OF: _____	SUN	MON	TUE	WED	THU	FRI	SAT	Supv. Initials	Date Checked
Classroom Cleaning DAILY TASK Chemicals <i>Properly labeled all purpose cleaner & glass cleaner</i>	Remove all trash, reline & spot clean receptacles		X	X	X	X	X			
	Recycle			X						
	Black boards/ bulletin boards / white boards		X	X	X	X	X			
	Tables / chairs / desk / podium / shelves / partitions		X	X	X	X	X			
	Spot clean walls, baseboards , clocks		X	X	X	X	X			
	Door, frame and light switches		X	X	X	X	X			
	Vacuum (traffic areas)		X	X	X			X		
	Vacuum (complete room)						X			
	Check carpet for spots Enter for day scheduled: Initials = No spots found C = Cleaned R = Reported*		X	X	X	X	X	X		
	Dust mop & damp mop tile		X	X	X	X	X	X		
Lab Cleaning AS SCHEDULED	Remove regular trash & reline receptacles		X	X		X				
	Refill dispensers		X			X				
	Wipe counter tops / sinks AS REQUESTED									
	Dust mop & damp mop tile		X			X				
Clinical Area Cleaning DAILY TASK Chemicals <i>Properly labeled germicide, all purpose cleaner & glass cleaner</i>	Restroom (see detail list above)		X	X	X	X	X			
	Counter / exam table / bath tub / shower		X	X	X	X	X			
	Sink / fixtures/ dispensers and mirror		X	X	X	X	X			
	Remove all trash & reline receptacles		X	X	X	X	X			

TASK	WEEK OF: _____	SUN	MON	TUE	WED	THU	FRI	SAT	Supv. Initials	Date Checked
CONTINUED Clinical Area Cleaning DAILY TASK	Clean trash receptacles		x	x	x	x	x			
	Spot clean walls , baseboards & light switch		x	x	x	x	x			
	Doors & door frame		x	x	x	x	x			
	Partitions/ cubicle curtains		x	x	x	x	x			
	Chair / stools / coat rack		x	x	x	x	x			
	Vacuum carpet / Dust mop / wet mop tile		x	x	x	x	x			
High Dusting Public Areas WEEKLY TASK	Ceiling light fixtures		x							
	Upper walls/corners, etc. (ex: spider webs)		x							
	Vents		x							
Private Areas MONTHLY TASK (Last Week In the month)	Picture frames and wall hangings		x							
	Blinds		x							
Low Dusting Public Areas WEEKLY TASK Private Areas MONTHLY TASK (Last Week in the month)	Baseboard and kick plates					x				
	Furniture legs, and table pedestals					x				
	Furniture Surface					x				
	Window ledges					x				

Notes:

- Any items not listed on this schedule which require cleaning and are within your area of assignment, must be cleaned at the designated frequency for that area (ex: items located in classrooms should be cleaned daily).
- If scheduled trash removal or office / private space cleaning falls on a holiday, then these task shall be performed the day before unless other specific instructions are given by the supervisor/manager.
- Graffiti should be cleaned as soon as discovered. If specialty chemical is needed, see your supervisor / group leader.