

**COLLINS BUILDING SERVICES**

1775 Broadway  
 New York, NY 10019  
 Operations Department

**BUILDING** Education Building  
**FLOORS** Lobby – 13<sup>th</sup> Floor

TASK	MON	TUES	WED	THUR	FRI	SAT	SUN	Weekly	Bi-Weekly	Monthly	Quarterly
<b><u>FLOOR CARE</u></b>											
Vacuum		X		X							
Mop Lobbies, Main Corridors	X	X	X	X	X						
Mop Interior VCT	X		X		X						
Buffing								1x			
Scrub & Refinish											X
<b><u>Dusting</u></b>											
General Office	X		X		X						
High Level (Above 6')									1x		
Low Level								1x			
<b><u>Restrooms</u></b>											
General Cleaning	X	X	X	X	X						
Restock Supplies/Policing	2x	2x	2x	2x	2x	2x	2x				
Mop Floors	X	X	X	X	X						
Scrub Floors										X	
<b><u>Pantry</u></b>											
General Cleaning	X	X	X	X	X						
Restock Supplies	X	X	X	X	X						