

## CLEANING ROUTINE FOR SENIOR CENTER

	Sweep and Mop front and back entrances	Dust fireplace mantles and coffee tables	Sweep & Mop Bathroom Floors	Empty Garbage from every room	Clean bathrooms including 8 toilets & 1 urinal	Sweep & Mop Kitchen, Dining and Classroom 1 floor	Dust in the Great Room	Wash East/West Door windows	Vacuum all carpet	Other Misc. Duties as Assigned
<b>WEEK ONE</b>										
Day One	X		X	X	X	X			X	
Day Two		X	X	X	X	X			X	
<b>WEEK TWO</b>										
Day One			X	X	X	X	X		X	
Day Two			X	X	X	X		X	X	
<b>WEEK THREE</b>										
Day One	X		X	X	X	X			X	
Day Two		X	X	X	X	X			X	
<b>WEEK FOUR</b>										
Day One			X	X	X	X	X		X	
Day Two			X	X	X	X		X	X	X

\*\* Floors should be scrubbed monthly and waxed a minimum of once a year.