

Cleaning Routine for Police Dept

	Sweep/Mop Floors	Sweep/Mop Entryways	Garbage	Bathrooms	Clean Kitchen/Clean Surfaces	Dust Office Surfaces-Counters	Wash Windows (inside)	Vacuum (entire office)	Vacuum front hall	Other Misc. Duties as Assigned
WEEK ONE										
Day One	X	X	X	X		X		X		
Day Two	X	X	X	X	X			X		X
WEEK TWO										
Day One	X	X	X	X		X		X		
Day Two	X	X	X	X	X			X		X
WEEK THREE										
Day One	X	X	X	X		X		X		
Day Two	X	X	X	X	X			X		X
WEEK FOUR										
Day One	X	X	X	X		X		X		
Day Two	X	X	X	X	X		X	X		X