

875 WEST 181 STREET MAINTENANCE SCHEDULE FOR PORTER

DAILY CLEANING					
<i>OUTSIDE OF BUILDING</i>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Sweep with broom and hose down front sidewalk and front courtyard					
Remove trash from courtyard/green areas					
<i>LOBBY & ELEVATOR</i>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Dust windowsills					
Dust mailbox area					
Sweep lobby and 1 st floor hallways - use dust broom					
Sweep elevator - use dust broom					
Mop Elevator					
Clean glass on lobby and vestibule doors with Windex					
Tidy up mailbox area					
<i>LAUNDRY ROOM</i>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Sweep Laundry Room					
Mop Laundry Room Floor					
Clean all fronts and tops of machines with all purpose cleaner					
Remove lint from dryer filters					
Remove soap buildup from detergent drawers on washing machines					
Empty trash can					
<i>TRASH & RECYCLE AREAS</i>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Maintain recycle area - keep piles orderly					
Bag excess recycling materials					
<i>ADDITIONAL DAILY RESPONSIBILITIES</i>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Secure elevator and roof door before leaving for night					
Secure all metal gates before leaving for night					
Building Walkthrough - Walk each floor and hall noting issues					
WEEKLY MAINTENANCE AND CLEANING		MONDAY			
Sweep First and Second Floor Hallways					
Mop First and Second Floor Hallways					
WEEKLY MAINTENANCE AND CLEANING			TUESDAY		
Sweep Third and Fourth Floor Hallways					
Mop Third and Fourth Floor Hallways					
WEEKLY MAINTENANCE AND CLEANING					THURSDAY
Sweep Fifth and Sixth Floor Hallways					
Mop Fifth and Sixth Floor Hallways					
TWICE-WEEKLY MAINTENANCE AND CLEANING	SUNDAY			WEDNESDAY	
Dust all hallways					
Wipe down all moldings including apartment and elevator doors with damp rag					
Clean lobby mirrors with Windex					
ONCE A WEEK MAINTENANCE AND CLEANING				WEDNESDAY	
Sweep and mop basement storage rooms-remove dead cockroaches-tell exterminator					
Keep boiler room and work rooms organized					