

Date: \_\_\_\_\_

**CITY OF KALAMAZOO WORKSHEET LOG**

<b>CITY FACILITY:</b>							
		<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>	<b>Sat.</b>
<b>A.</b>	<b>DAILY DUTIES</b>						
	Water/Drinking fountains and stainless steel sinks-clean and disinfect						
	Trash Containers-empty and change liners						
	Carpeted Floors- <i>remove</i> debris and vacuum						
	Non-carpeted Floors-dry mop and/or wet mop if needed						
	Main Entrance-wipe and clean window sills and glass						
	Restroom areas-clean and sanitize sinks, toilets and urinals						
	Clean mirrors, shelves and chrome						
	Sanitary napkin disposal container-clean, empty and change liners						
	Restroom floors-wet mop and disinfect floors						
	Fill paper products, i.e., toilet paper and paper towels						
	Fill soap dispensers as needed						

<b>B.</b>	<b>WEEKLY DUTIES - SUPERVISOR (print)</b>	<b>SIGNATURE</b>	<b>DATE</b>
	Classroom/conference area vacuumed weekly (may be more often during heavy use periods)		
	Dust low areas (seven feet and below) including removing cobwebs		
	Un-upholstered chairs to be damp cleaned		
	Vacuum all offices		
	Wipe, dust or vacuum chairs and benches		
	Clean floors in Bldg. 21, including bathroom		
	Clean and dust file cabinets and tables		
	Clean and dust upholstered chairs, sofas and office chairs		
	Stairs and stair landing-swept and wet mopped		
	Recycling containers-empty		

<b>C.</b>	<b>MONTHLY DUTIES - SUPERVISOR (print)</b>	<b>SIGNATURE</b>	<b>DATE</b>
	Damp clean exterior of trash containers (may be more often during heavy use periods)		
	All chrome and other metal furniture legs shall be damp wiped, washed if necessary and polished to avoid streaking		
	Dust and clean return air vents, supply vents, and exhaust fans		
	Dust high areas (above 7 feet) including removing cobwebs		
	Carpeted floors to be spot cleaned		
	Non-carpeted floor areas wet mopped		
	Clean restroom area floor traps		
	Disinfect walls and partitions in restrooms		
	Clean glass partition panels		
	Clean window blinds		

EMPLOYEE NAME: \_\_\_\_\_

**Any Consumable Items Needed: (City will provide, restocking supply room when necessary)**

*(I.e., wastebasket liners, hand towels, toilet tissue, toilet seat covers, hand soaps, deodorant blocks for toilets and urinals, air fresheners, and sanitary napkins)*

**Discrepancies from Routine Work:**

Property or Equipment not Serviceable or not in Operating Condition:

Note any Damage, Vandalism, Broken Windows, Graffiti (Please note location and Description)

Problems / Complaints / Resolutions (Please give summary of incident below)