FREQUENCY OF TASKS CHECKLIST

FREQUENCY OF TASKS CHECKLIST	**DAILY**	**WEEKLY**	**BI-WEEKLY**	**MONTHLY**	**BI-MONTHLY**	**QUARTERLY**	**YEARLY**
AREA: AUDITORIUM/CAFETORIUM							
BALCONY/STAIRS		**1X**					
BASEBOARDS							**1X**
CEILINGS							**2X**
CORNERS/EDGES						**1X**	
CURTAINS (DUST)							**2X**
DOORS/TRIM			**1X**				
DRESSING ROOM			**1X**				
ENTRANCE STEP	**1X**						
FLOOR (STRIP & REFINISH, BUFF)				**1X**			
FURNITURE			**1X**				
LIGHT FIXTURES							**1X**
PRO STORAGE							**1X**
SEATS			**1X**				
STAGE			**1X**				
AIR VENT						**1X**	
WALLS						**1X**	
WATER FOUNTAIN	**1X**						
WINDOWS							**2X**
REMOVE CLUTTER FROM STAGE							**2X**

FREQUENCY OF TASKS CHECKLIST

FREQUENCY OF TASKS CHECKLIST	**DAILY**	**WEEKLY**	**BI-WEEKLY**	**MONTHLY**	**BI-MONTHLY**	**QUARTERLY**	**YEARLY**
AREA: CORRIDORS/WALKWAYS							
BASEBOARDS							**1X**
CABINET GLASS	**1X**						
CEILING							**2X**
CORNERS/EDGES						**1X**	
DISPLAY CABINETS	**1X**						
DRINKING FOUNTAINS	**1X**						
ENTRANCE MATS	**1X**						
EXTERIOR DOORS	**1X**						
EXPOSED PIPES							**1X**
FLOOR (BUFF)				**1X**			
FLOOR (STRIP & REFINISH)							**1X**
FURNITURE/LOBBY			**1X**				
LEDGES		**1X**					
LIGHT FIXTURES							**1X**
LOCKERS		**1X**					
RAILS		**1X**					
TRANSOMS/WINDOWS	**1X**						
VENTS (AIR)						**1X**	
WALLS						**1X**	
WASTE CONTAINERS	**1X**						
VENDING MACHINES				**1X**			
GRAFFITI	**1X**						

FREQUENCY OF TASKS CHECKLIST

FREQUENCY OF TASKS CHECKLIST	**DAILY**	**WEEKLY**	**BI-WEEKLY**	**MONTHLY**	**BI-MONTHLY**	**QUARTERLY**	**YEARLY**
AREA: ELEVATORS/STAIRS							
BARRIER FRAMEWORK			**1X**				
BASEBOARDS							**1X**
CEILINGS							**2X**
CONTROL PANEL	**1X**						
CORNERS/EDGES	**1X**						
DOORS/GLASS	**1X**						
DOORS/TRIM			**1X**				
ELEVATOR TRACKS				**1X**			
EXIT FIXTURES						**1X**	
FLOOR (BUFF)				**1X**			
FLOOR (STRIP & REFINISH)							**1X**
HAND RAIL	**1X**						
LANDINGS	**1X**						
LEDGES		**1X**					
LIGHT FIXTURES							**1X**
PANIC HARDWARE	**1X**						
STAIR RISER	**1X**						
VENTS						**1X**	
WALLS						**1X**	
WINDOWS							**2X**

FREQUENCY OF TASKS CHECKLIST

FREQUENCY OF TASKS CHECKLIST	**DAILY**	**WEEKLY**	**BI-WEEKLY**	**MONTHLY**	**BI-MONTHLY**	**QUARTERLY**	**YEARLY**
AREA: GROUNDS							
DRAINAGE				**1X**			
DRIVEWAYS	**1X**						
DUMPSTERS	**1X**						
FENCE LINE			**1X**				
HEDGES (UNDER 24” TALL)				**1X**			
LAWN			**1X**				
LIGHT FIXTURES (EXTERIOR)							**1X**
PAPER/LITTER	**1X**						
PARKING LOT	**1X**						
PLANTER				**1X**			
PLAYGROUND EQUIPMENT			**1X**				
SHRUBBERY				**1X**			
TREES						**1X**	
TRIMMING/EDGING			**1X**				
WALKWAYS	**1X**						

FREQUENCY OF TASKS CHECKLIST

FREQUENCY OF TASKS CHECKLIST **AREA: TEACHER'S LOUNGE**	**DAILY**	**WEEKLY**	**BI-WEEKLY**	**MONTHLY**	**BI-MONTHLY**	**QUARTERLY**	**YEARLY**
APPLIANCES							**1X**
BASEBOARDS						**1X**	
BLINDS/CURTAINS/SHADES							**2X**
CEILING						**1X**	
CORNERS/EDGES	**1X**						
DOORS/TRIM				**1X**			
FLOOR (SWEEP & MOP)	**1X**						
FLOOR (BUFF)				**1X**			
FLOOR (STRIP & WAX)							**1X**
FURNITURE			**1X**				
LEDGES		**1X**					
LIGHT FIXTURES							**1X**
MIRRORS	**1X**						
RESTROOMS	**1X**						
VENTS						**1X**	
VENDING MACHINES				**1X**			
WALLS						**1X**	
WASTE CONTAINERS	**1X**						
WATER FOUNTAIN	**1X**						
WINDOWS							**2X**

FREQUENCY OF TASKS CHECKLIST

FREQUENCY OF TASKS CHECKLIST	**DAILY**	**WEEKLY**	**BI-WEEKLY**	**MONTHLY**	**BI-MONTHLY**	**QUARTERLY**	**YEARLY**
AREA: ADMINISTRATIVE UNIT							
APPLIANCES				**1X**			
BASEBOARDS							**1X**
BLINDS/SHADES						**1X**	
CABINET/FILES		**1X**					
CEILING							**2X**
CORNERS/EDGES	**1X**						
DOORS/TRIM			**1X**				
EQUIPMENT		**1X**					
FLOOR (SWEEP & MOP)	**1X**						
FLOOR (BUFF)				**1X**			
FLOOR (STRIP & WAX)							**1X**
FURNITURE			**1X**				
LEDGES		**1X**					
LIGHT FIXTURE							**1X**
RESTROOM	**1X**						
SHELVES		**1X**					
VENT							**2X**
WALLS/PARTITION						**1X**	
WASTEBASKET	**1X**						
WATER FOUNTAIN	**1X**						
WINDOWS							**2X**

FREQUENCY OF TASKS CHECKLIST

FREQUENCY OF TASKS CHECKLIST	**DAILY**	**WEEKLY**	**BI-WEEKLY**	**MONTHLY**	**BI-MONTHLY**	**QUARTERLY**	**YEARLY**
AREA: COACH'S OFFICE							
BASEBOARDS							**1X**
CEILING							**2X**
CHALK RAIL/BOARDS	**1X**						
CORNERS/EDGES	**1X**						
DESKS			**1X**				
DOORS/TRIM			**1X**				
FILES		**1X**					
FLOOR (SWEEP & MOP)	**1X**						
FLOOR (BUFF)			**1X**				
FLOOR (STRIP & WAX)							**1X**
LEDGES		**1X**					
LIGHT FIXTURES							**1X**
LOCKERS		**1X**					
RESTROOM	**1X**						
SHELVES				**1X**			
VENTS						**1X**	
WALLS						**1X**	
WINDOWS							**2X**

FREQUENCY OF TASKS CHECKLIST

FREQUENCY OF TASKS CHECKLIST	**DAILY**	**WEEKLY**	**BI-WEEKLY**	**MONTHLY**	**BI-MONTHLY**	**QUARTERLY**	**YEARLY**
AREA: VOCATIONAL SHOP							
APPLIANCES				**1X**			
BASEBOARDS							**1X**
BENCHES		**1X**					
CEILINGS							**2X**
CORNERS/EDGES (SWEEP)	**1X**						
DOORS/TRIMS			**1X**				
DRAINS	**1X**						
DRINKING FOUNTAINS	**1X**						
EQUIPMENT		**1X**					
FANS				**1X**			
FLOOR (SWEEP)	**1X**						
FLOOR (STRIP & WAX)							**1X**
FURNITURE/WORKTABLE		**1X**					
LEDGES		**1X**					
LIGHT FIXTURES							**1X**
LOCKERS		**1X**					
MACHINERY		**1X**					
RESTROOM	**1X**						
SHELVES		**1X**					
SINKS/WORK COUNTER	**1X**						
VENTS							**2X**
WALLS						**1X**	
WINDOWS							**2X**

FREQUENCY OF TASKS CHECKLIST

FREQUENCY OF TASKS CHECKLIST	**DAILY**	**WEEKLY**	**BI-WEEKLY**	**MONTHLY**	**BI-MONTHLY**	**QUARTERLY**	**YEARLY**
AREA: CLASSROOMS							
BASEBOARDS							**1X**
BLACKOUT CURTAINS						**1X**	
BLINDS/SHADES						**1X**	
CEILING							**2X**
CHALK RAIL/BOARDS	**1X**						
CORNERS (SWEEP)	**1X**						
DOORS/TRIM			**1X**				
EDGES (SWEEP)	**1X**						
FLOOR (SWEEP & MOP)	**1X**						
FURNITURE		**1X**					
LEDGES		**1X**					
LIGHT FIXTURE							**1X**
MIRRORS	**1X**						
SHELVES			**1X**				
SINKS/WORK COUNTER	**1X**						
VENT							**2X**
WALLS	**1X**						
WASTEBASKET/LINER	**1X**						
WINDOWS							**2X**

FREQUENCY OF TASKS CHECKLIST

FREQUENCY OF TASKS CHECKLIST	**DAILY**	**WEEKLY**	**BI-WEEKLY**	**MONTHLY**	**BI-MONTHLY**	**QUARTERLY**	**YEARLY**
AREA: MEDIA CENTER							
BASEBOARDS							**1X**
BOOK CASES						**1X**	
CEILINGS							**2X**
CORNERS/EDGES	**1X**						
DOORS/TRIM			**1X**				
FLOORS (SWEEP OR VACUUM)	**1X**						
FURNITURE		**1X**					
GLASS	**1X**						
LEDGES		**1X**					
LIGHT FIXTURES							**1X**
MAGAZINE RACKS			**1X**				
OFFICE	**1X**						
SHADES/CURTAINS						**1X**	
SHELVES			**1X**				
STUDY CURRELS		**1X**					
VENTS							**2X**
WALLS						**1X**	
WASTEBASKETS	**1X**						

FREQUENCY OF TASKS CHECKLIST

FREQUENCY OF TASKS CHECKLIST **AREA: GYMNASIUM**	DAILY	WEEKLY	BI-WEEKLY	MONTHLY	BI-MONTHLY	QUARTERLY	YEARLY
ACCESS FLOORS	**1X**						
BASEBOARDS							**1X**
CORNERS/EDGES (SWEEP)	**1X**						
EQUIPMENT ROOM				**1X**			
FIXED SEATING				**1X**			
LEDGES		**1X**					
LIGHT FIXTURES		**1X**					
LOCKERS				**1X**			
MATS	**1X**						
PLAYING FLOOR (SWEEP)	**1X**						
ROLLAWAY BLEACHERS			**1X**				
SHOE GRATES/TRAPS							**1X**
SKY LIGHTS							**1X**
VENTS							**2X**
WALLS						**1X**	
WATER FOUNTAIN	**1X**						
WINDOWS							**2X**

FREQUENCY OF TASKS CHECKLIST

FREQUENCY OF TASKS CHECKLIST	**DAILY**	**WEEKLY**	**BI-WEEKLY**	**MONTHLY**	**BI-MONTHLY**	**QUARTERLY**	**YEARLY**
AREA: KITCHENS							
CEILINGS							**2X**
DOORS/TRIM			**1X**				
DRAINS	**1X**						
DRY STORAGE				**1X**			
EQUIPMENT ROOM							**1X**
FANS				**1X**			
FLOORS	**1X**						
HOOD APPARATUS				**1X**			
LEDGES	**1X**						
LIGHT FIXTURES							**2X**
LOCKERS						**1X**	
MACHINERY	**1X**						
OFFICE	**1X**						
OVEN	**1X**						
REFRIGERATORS	**1X**						
RESTROOM	**1X**						
SERVING LINES	**1X**						
SINKS	**1X**						
VENTS							**2X**
WALL/PIPES						**1X**	
WINDOWS							**2X**

FREQUENCY OF TASKS CHECKLIST

FREQUENCY OF TASKS CHECKLIST	**DAILY**	**WEEKLY**	**BI-WEEKLY**	**MONTHLY**	**BI-MONTHLY**	**QUARTERLY**	**YEARLY**
AREA: RESTROOMS							
BASEBOARDS				**1X**			
CEILINGS	**1X**						
COMMODES	**1X**						
CORNERS/EDGES	**1X**						
DISPENSERS	**1X**						
DOORS	**1X**						
DRAINS/PIPES	**1X**						
FLOORS	**1X**						
GROUT			**1X**				
LEDGES		**1X**					
LIGHT FIXTURE							**2X**
METAL BRIGHT WORK	**1X**						
MIRRORS	**1X**						
PARTITIONS/WALLS	**1X**						
SINKS	**1X**						
URINALS	**1X**						
VENTS							**2X**
WATER FOUNTAINS	**1X**						
WASTE CONTAINERS	**1X**						

FREQUENCY OF TASKS CHECKLIST

FREQUENCY OF TASKS CHECKLIST	**DAILY**	**WEEKLY**	**BI-WEEKLY**	**MONTHLY**	**BI-MONTHLY**	**QUARTERLY**	**YEARLY**
AREA: CAFETERIA							
BASEBOARDS							**1X**
BLINDS/SHADES						**1X**	
CEILING							**2X**
CORNERS/EDGES (SWEEP)	**1X**						
DOORS/TRIM			**1X**				
FLOORS	**1X**						
FLY FANS				**1X**			
FURNITURE	**1X**						
LIGHT FIXTURE							**2X**
SCREENS							**2X**
STAGE		**1X**					
VENTS							**2X**
WALLS						**1X**	
WATER FOUNTAINS	**1X**						
WINDOWS							**2X**

FREQUENCY OF TASKS CHECKLIST

FREQUENCY OF TASKS CHECKLIST **AREA: LOCKER ROOMS**	**DAILY**	**WEEKLY**	**BI-WEEKLY**	**MONTHLY**	**BI-MONTHLY**	**QUARTERLY**	**YEARLY**
BASEBOARDS							**1X**
CEILINGS							**2X**
CORNERS/EDGES (SWEEP)	**1X**						
DOORS/TRIM			**1X**				
DRAINS	**1X**						
DRESSING AREAS	**1X**						
EQUIPMENT ROOM				**1X**			
FLOOR	**1X**						
FURNITURE		**1X**					
LEDGES		**1X**					
LIGHT FIXTURES							**2X**
LOCKERS			**1X**				
SHOWER STALLS/ROOMS	**1X**						
VENTS							**2X**
WALLS						**1X**	
WINDOWS							**2X**

FREQUENCY OF TASKS CHECKLIST

FREQUENCY OF TASKS CHECKLIST	**DAILY**	**WEEKLY**	**BI-WEEKLY**	**MONTHLY**	**BI-MONTHLY**	**QUARTERLY**	**YEARLY**
AREA: CLINIC							
BASEBOARDS							**1X**
CEILINGS							**2X**
CORNERS/EDGES	**1X**						
DISPENSERS	**1X**						
DOORS/TRIMS			**1X**				
DRAWERS/COUNTER TOPS	**1X**						
FLOORS	**1X**						
LEDGES/SHELVES	**1X**						
LIGHT FIXTURE							**2X**
RESTROOM	**1X**						
SINKS/BRIGHT WORK	**1X**						
SHOWERS	**1X**						
VENTS							**2X**
WALLS						**1X**	
WASTE CONTAINER	**1X**						

FREQUENCY OF TASKS CHECKLIST

FREQUENCY OF TASKS CHECKLIST	**DAILY**	**WEEKLY**	**BI-WEEKLY**	**MONTHLY**	**BI-MONTHLY**	**QUARTERLY**	**YEARLY**
AREA: CUSTODIAN CLOSET							
CEILINGS							**2X**
CORNERS/EDGES	**1X**						
EQUIPMENT	**1X**						
DOORS/TRIM			**1X**				
FLOORS	**1X**						
LEDGES				**1X**			
LIGHT FIXTURES							**2X**
SHELVES				**1X**			
SINK	**1X**						
VENTS							**2X**
WALLS						**1X**	

FREQUENCY OF TASKS CHECKLIST

FREQUENCY OF TASKS CHECKLIST **AREA: EQUIPMENT SUPPLY ROOM**	**DAILY**	**WEEKLY**	**BI-WEEKLY**	**MONTHLY**	**BI-MONTHLY**	**QUARTERLY**	**YEARLY**
BASEBOARDS							**1X**
CEILINGS							**2X**
CORNERS/EDGES	**1X**						
DOORS/TRIM			**1X**				
FLOORS	**1X**						
LIGHT FIXTURES							**2X**
SHELVES				**1X**			
SINKS	**1X**						
VENTS							**2X**
WALLS						**1X**	
WINDOWS							**2X**

FREQUENCY OF TASKS CHECKLIST

FREQUENCY OF TASKS CHECKLIST **AREA: FLAMMABLE STORAGE EQUIPMENT ROOM**	**DAILY**	**WEEKLY**	**BI-WEEKLY**	**MONTHLY**	**BI-MONTHLY**	**QUARTERLY**	**YEARLY**
CEILINGS							**2X**
CORNERS	**1X**						
EQUIPMENT/TOOLS	**1X**						
DOORS/TRIM			**1X**				
FLOOR	**1X**						
LEDGES		**1X**					
LIGHT FIXTURES							**2X**
SHELVES				**1X**			
VENTS							**2X**
WALLS						**1X**	

FREQUENCY OF TASKS CHECKLIST

FREQUENCY OF TASKS CHECKLIST **AREA: LAB/ART/SCIENCE/HOME ECONOMICS ROOM**	**DAILY**	**WEEKLY**	**BI-WEEKLY**	**MONTHLY**	**BI-MONTHLY**	**QUARTERLY**	**YEARLY**
APPLIANCES		**1X**					
BASEBOARDS							**1X**
BENCHES			**1X**				
CEILINGS							**2X**
CORNERS/EDGES	**1X**						
DOOR/FANS		**1X**					
DRINKING FOUNTAINS	**1X**						
FLOORS	**1X**						
FURNITURE/WORK TABLES		**1X**					
HAND TOOL			**1X**				
LEDGES		**1X**					
LIGHT FIXTURES							**1X**
LOCKERS				**1X**			
MACHINES				**1X**			
RESTROOMS	**1X**						
SINK/WORK COUNTERS	**1X**						
AIR VENT						**1X**	
WALLS						**1X**	
WINDOWS							**2X**