

Tynes Bay Facility Cleaning WorkScope Chart

█ Daily tasks
 █ Weekly Tasks
 █ Monthly Tasks
 █ Quaterly Tasks
 █ Not Applicable

		Empty Trash					Empty Recyclables					Sweep/Mop/Vacuum Floor					Dust Furniture					Clean Showers and sinks					Clean Toilets					Check paper					Check Soap					Clean Walls, Counters, Mirrors					Clean windows					Clean stove					Wax floors					Strip Floors					Clean Chairs												
		M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S
TB 6th Floor	Conf Room	[Grid with daily tasks in yellow]																																																																													
	Office	[Grid with daily tasks in yellow]																																																																													
TB 5th Floor	Weighbridge	[Grid with daily tasks in yellow]																																																																													
	Reception Area	[Grid with daily tasks in yellow]																																																																													
	Admin Office	[Grid with daily tasks in yellow]																																																																													
	Back Office	[Grid with daily tasks in yellow]																																																																													
	Operations Office	[Grid with daily tasks in yellow]																																																																													
	Bathroom Mens	[Grid with daily tasks in yellow]																																																																													
	Bathroom Womens	[Grid with daily tasks in yellow]																																																																													
	Control Room	[Grid with daily tasks in yellow]																																																																													
	Walkways	[Grid with daily tasks in yellow]																																																																													
	East Entrance	[Grid with daily tasks in yellow]																																																																													
	West Entrance	[Grid with daily tasks in yellow]																																																																													
	TB 4th Floor	Lab	[Grid with daily tasks in yellow]																																																																												
		Walkways	[Grid with daily tasks in yellow]																																																																												
Changing room		[Grid with daily tasks in yellow]																																																																													
Lunch Room		[Grid with daily tasks in yellow]																																																																													
TB 6m Level	Bathroom	[Grid with daily tasks in yellow]																																																																													
	Laundry Area	[Grid with daily tasks in yellow]																																																																													
TB Other	Elevator Rooms 1-5	[Grid with daily tasks in yellow]																																																																													
	Stairwell Lv 1-6	[Grid with daily tasks in yellow]																																																																													
Water Sec Waste Sec Offices		[Grid with daily tasks in yellow]																																																																													
Water Sec Waste Sec Offices	Reception Area	[Grid with daily tasks in yellow]																																																																													
	Bathroom Mens	[Grid with daily tasks in yellow]																																																																													
	Bathroom Womens	[Grid with daily tasks in yellow]																																																																													
	Bathroom W/C Access	[Grid with daily tasks in yellow]																																																																													
	Conference Room	[Grid with daily tasks in yellow]																																																																													
	Office 1	[Grid with daily tasks in yellow]																																																																													
	Office 2	[Grid with daily tasks in yellow]																																																																													
	Office 3	[Grid with daily tasks in yellow]																																																																													
	Office 4	[Grid with daily tasks in yellow]																																																																													
	Office 5	[Grid with daily tasks in yellow]																																																																													
	Office 6	[Grid with daily tasks in yellow]																																																																													
	Office 7	[Grid with daily tasks in yellow]																																																																													
	Office 8	[Grid with daily tasks in yellow]																																																																													
	Office 9	[Grid with daily tasks in yellow]																																																																													
Office 10	[Grid with daily tasks in yellow]																																																																														
Lunch Room	[Grid with daily tasks in yellow]																																																																														
Tile Walkway	[Grid with daily tasks in yellow]																																																																														
Maintenance Work Shop	Locker Room	[Grid with daily tasks in yellow]																																																																													
	Laundry Room	[Grid with daily tasks in yellow]																																																																													
	Lunch Room	[Grid with daily tasks in yellow]																																																																													
	Elec Office	[Grid with daily tasks in yellow]																																																																													
	Maint Office 1	[Grid with daily tasks in yellow]																																																																													
	Maint Office 2	[Grid with daily tasks in yellow]																																																																													
	Maint Office 3	[Grid with daily tasks in yellow]																																																																													
Ash Plant	Locker Room	[Grid with daily tasks in yellow]																																																																													
	Laundry Room	[Grid with daily tasks in yellow]																																																																													
	Control Room	[Grid with daily tasks in yellow]																																																																													
Tynes Bay Cottage Offices	Bathroom[in/outdoor]	[Grid with daily tasks in yellow]																																																																													
	Main Office	[Grid with daily tasks in yellow]																																																																													
	Back Office 1	[Grid with daily tasks in yellow]																																																																													
	Back Office 2	[Grid with daily tasks in yellow]																																																																													
	Kitchen	[Grid with daily tasks in yellow]																																																																													