

## Attachment 7 - Tasks

Task	Area	Frequency	
<b>rooftop (based on Park requirements)</b>			
Clean restrooms	Restrooms	Daily	
Check restrooms	Restrooms	Daily	
Scrub restroom floors	Restrooms	Upon Request	
Hand sweep of litter from paths	Sanitation	Daily	
Pick litter from gardens and plant beds	Park	Upon Request	
Empty trash cans (16 sets, 3 trashcans per set.)	Sanitation	Daily	Currently (3) sets of trash cans, 2-3xs Empty trash cans
Bus tables	Sanitation	Daily	
Wipe games tables	public	Daily	
Move trash from park collection point	public	2-xDaily	
Remove gum/gum spots	park	Daily	
Empty and clean buckets, supplies, tools	Sanitation	Daily	
Clean yoga mats	Sanitation	N/A	
Clean Imagination Playground Area	Sanitation	Upon Request	
Clean Park storage space	Sanitation	Upon Request	
Digital displays (5)	Park	Daily	
Clean fountain power wash	park	U Request	
Walkway floor, power wash floor	walkway	Weekly	
clean light fixtures	public	Upon Request	
Hose out trash/recycling receptacles and liners (16 sets, 2 receptacles)	Sanitation	Weekly	
Clean wheeled trash cart (gondola) 2?	Sanitation	Daily	
Clean wheeled trash cans (6-10)	Sanitation	Daily	
Clean any vents (R.R., storage area)	Sanitation	Upon Request	
Clean silver electrical boxes (circuit panels) #10?	Sanitation	Upon Request	
Clean gutters	Sanitation	Upon Request	
Organize storage, any other storage areas & BOC	Sanitation	Weekly	
Clean benches	Sanitation	Weekly	
Clean Park trash and recycling cans (16 sets, 3 receptacles)	Sanitation	Weekly	
<b>Lower Concourse</b>			
<b>COMMON AREA EATING \ VENDING AREA</b>			
DAMP WIPE TABLES AND CHAIRS OF LOOSE SOIL, SMUDGES AND SPILLS		DAILY	
REARRANGE CAFÉ SEATING TO ITS PLANNED LAYOUT		DAILY	
SPRAY AND WIP MICROWAVE OVEN(S) INSIDE AND OUT		Weekly	
DUST ALL HIGH AND LOW SURFACES WITHIN NORMAL REACH		WEEKLY	
DUST AND DAMP-WIPE LEDGES WITHIN NORMAL REACH		WEEKLY	
SPOT CLEAN ALL WALLS, LIGHT SWITCHES, AND DOORS REMOVING FINGERPRINTS, SMUDGES, AND SPILLS		WEEKLY	
SPOT CLEAN FABRIC FURNITURE WITH AN APPROVED SPOTTER		WEEKLY (UR) BI-	Upon Request
VACUUM EDGES AND CORNERS OF CARPETED FLOORS		WEEKLY (UR)	Upon Request
SHAMPOO, STEAM OR DRY CLEAN, AND EXTRACT ALL CARPETED AREAS		(UR)	Upon Request
<b>CONFERENCE/ interview ROOMS (5)</b>			
EMPTY ALL TRASH RECEPTACLES AND REPLACE LINERS AS NECESSARY.		DAILY	
VACUUM AND SPOT CLEAN ALL CARPETED FLOORS		DAILY	

PROPERLY ARRANGE ALL TABLES AND CHAIRS DAMP WIPE TABLETOPS COLLECT ALL DISHES, CUPS, AND UTENSILS AND RETURN TO CAFÉ DISH ROOM WINDOW SHADES NEED TO BE PUT ALL THE WAY UP WINDOW BLINDS NEED TO BE PUT ALL THE WAY DOWN DUST ALL HIGH AND LOW SURFACES WITHIN NORMAL REACH VACUUM EDGES AND CORNERS OF CARPETED FLOORS DUST AND DAMP WIPE LEDGES WITHIN NORMAL REACH		DAILY DAILY Upon R Upon R Upon WEEKLY WEEKLY WEEKLY	
<b>CORRIDORS</b>			
SPOT CLEAN ALL WALLS, LIGHT SWITCHES AND DOORS EMPTY ALL TRASH RECEPTACLES AND REPLACE LINERS AS NECESSARY CLEAN/POLISH DRINKING FOUNTAINS AND DAMP WIPES SURROUNDING WALLS(5?) DUST AND SPOT-WIPE ALL DOORS AND DOOR FRAMES USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREAS DAMP MOP HARD SURFACE FLOORS DUST ALL HIGH-LEVEL HORIZONTAL SURFACES WITHIN NORMAL REACH DUST HIGH AND LOW AREAS SUCH AS PICTURES, CLOCKS, ETC. SHAMPOO, STEAM, OR DRY CLEAN, AND EXTRACT ALL CARPETED AREAS		DAILY DAILY DAILY BI-WEEKLY (UR) DAILY BI-WEEKLY WEEKLY BI-WEEKLY (UR)	Upon Request         Upon Request
<b>HARD WALLED OFFICE AREAS</b>	OFFICE		
EMPTY ALL TRASH RECEPTACLES AND REPLACE LINERS AS NECESSARY DUST DESKTOP TELEPHONES VACUUM ALL CARPETED FLOORS (COMPLETED ON TUESDAY/THURSDAY) DAMP- WIPE ALL DOORS AND DOOR FRAMES VACUUM EDGES AND CORNERS OF CARPETED FLOORS DUST AND SPOT WIPE ALL AIR DIFFUSERS AND LIGHT FIXTURES STRIP, WAX AND POLISH ALL HARD SURFACE FLOORS CLEAN AND POLISH ALL METAL BRIGHTWORK DUST MOP AND/OR SWEEP ALL HARD SURFACE FLOOR AREAS DAMP MOP ALL HARD SURFACE FLOORS USING A GERMICIDAL DISINFECTANT, AND IF PRESENT SANITIZE FLOOR DRAINS SHAMPOO, STEAM OR DRY CLEAN, AND EXTRACT ALL CARPETED AREAS		DAILY BI-WEEKLY BI-WEEKLY WEEKLY BI-WEEKLY (UR) DAILY DAILY  DAILY (UR)	Upon Request         Upon Request         Upon Request
<b>EMPLOYEE BREAK ROOMS</b>	BREAKROOM		
CLEAN ALL RESILIENT FLOOR SURFACES WITH CHEMICALLY TREATED DUST MOP SPOT CLEAN ALL COMPOSITION FLOORS DUST AND POLISH ALL FURNITURE CLEAN AND POLISH MIRRORS CLEAN SINKS AND DAMP-WIPE ALL COUNTER TOPS USING AN APPROVED DISINFECTANT CLEAN AND POLISH ALL METAL BRIGHTWORK EMPTY ALL WASTE BASKETS AND REPLACE LINERS AS NECESSARY DAMP MOP ALL HARD SURFACE FLOORS USING A GERMICIDAL DISINFECTANT, AND IF PRESENT SANITIZE FLOOR DRAINS INSPECT AND FILL ALL DISPENSERS AS NEEDED		DAILY DAILY DAILY (UR) DAILY DAILY (UR) DAILY DAILY DAILY	Upon Request         Upon Request
<b>STREET LEVEL</b>			
<b>FREIGHT ELEVATORS (1)</b>	FREIGHT		
FULLY SWEEP AND DAMP MOP FLOOR		DAILY	

CLEAN AND/OR POLISH ELEVATOR CABS, DOORS, INDICATOR LIGHTS AND TRACKS REMOVE ALL GRAFFITI ELEVATOR LOBBIES WALLS AND FIXTURES (4) DAMP MOP USING AUTOMATIC SCRUBBER IN THE HARD FLOOR ELEVATOR LOBBIES (4) PRESSURE WASHING MINNA & NATOMA FROM 2 <sup>ND</sup> STREET TO BEALE SHAW VALLEY – FLOOR SCRUBBING STREET LEVEL BEAM CLEANING		WEEKLY  WEEKLY Monthly Monthly (UR)	Monthly or Upon Request  Monthly or Upon Request  Upon Request
<b>ELEVATOR (9) &amp; ESCALATORS (10)</b>	<b>ELE/ESC.</b>		
SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING FINGERMARKS, SMUDGES AND STAINS DAILY FULLY VACUUM ALL CARPET FROM WALL-TO-WALL TO INCLUDE CORNERS AND EDGES DAILY DAMP WIPE AND POLISH ELEVATOR BRIGHT METALWORK DAILY DETAIL VACUUM AND DAMP-WIPE ELEVATOR TRACKS DAILY DUST ALL CAN LIGHTS USING DUST WAND IN THE PASSENGER ELEVATORS BI-WEEKLY DETAIL CLEAN THRESHOLD PLATES REMOVING ALL VISIBLE SOIL IN THE FREIGHT AND PASSENGER ELEVATORS WIPE, SPOT CLEAN, VACUUM, AND POLISH ALL ESCALATOR LANDINGS (16) DAMP-WIPE ALL ESCALATOR HANDRAILS DAILY SPOT CLEAN AND DRY WIPE ALL ESCALATOR BALUSTRADES, NOS COURING IS PERMITTED DAILY (5) CLEAN AND POLISH ESCALATOR TREADS, RISERS, LOWER SKIRT GUARDS, AND THRESHOLDS (10)		DAILY DAILY DAILY (UR) Bi-weekly  Bi-weekly DAILY Weekly  (UR) (UR)	Upon Request  Upon Request Upon Request
<b>LOBBIES, ELEVATOR LOBBIES/LANDINGS</b>	<b>LOBBIES</b>		
EMPTY ASH TRAYS, CLEAN CIGARETTE URNS, SMOOTH SAND, AND REPLACE AS NECESSARY (3? Street level?) REMOVE ALL GRAFFITI HAND WASH ALL WALLS DAMP MOP USING AUTOMATIC SCRUBBER IN THE HARD FLOOR ELEVATOR LOBBIES WIPE AND SPOT CLEAN ALL GLASS DIRECTORIES AND SIGNAGE DAMP WIPE AND POLISH ALL METAL BRIGHTWORK WITHIN NORMAL REACH		DAILY DAILY WEEKLY WEEKLY DAILY DAILY	
<b>QUIET ROOMS/MOMMY ROOMS (PER ROOM) (location?) N/A right now</b>	<b>MOMMY RM.</b>		
DAMP WIPE SOILED WASTE BASKETS EMPTY ALL TRASH RECEPTACLES AND REMOVE COLLECTED TRASH TO DESIGNATED AREA. REPLACE LINERS AS NEEDED SPOT CLEAN ALL WALLS, LIGHT SWITCHES, DOORS AND VENDING MACHINES DAMP WIPE ALL TABLES AND CHAIRS (1 table two chairs) CLEAN AND SANITIZE ALL SINKS AND WIPE DRY FILL PAPER TOWEL DISPENSERS DAMP-WIPE ALL COUNTERTOPS DUST MOP AND DAMP MOP HARD SURFACE FLOOR (ENTIRE AREA) DUST ALL BASEBOARDS, LEDGES, MOULDINGS, AND OTHER LOW REACH AREAS DUST ALL HIGH-LEVEL HORIZONTAL SURFACES SPRAY AND WIPE REFRIGERATORS INSIDE AND OUT. PERFORM THIS TASK AFTER 9:00 PM EVERY FRIDAY. DO NOT DISCARD ANYTHING. DEFROST AS NEEDED		(UR)  (UR) (UR) (UR) (UR) (UR) (UR) (UR) (UR) (UR) (UR) (UR)	Upon Request  Upon Request Upon Request Upon Request Upon Request Upon Request Upon Request Upon Request Upon Request Upon Request
<b>PUBLIC AREAS AND CORRIDORS</b>	<b>PUBLIC</b>		
GRAND HALL POLISH HARD SURFACE FLOORS USING HIGH-SPEED BURNISHER ALONG WITH SPRAY BUFF OR MOP ON RESTORER DAMP MOP FLOOR USING SCRUBBER MACHINE		(UR) Weekly	Upon Request



WIPE AND SPOT-CLEAN ALL STANDPIPES, COLUMNS, GLASS, ETC. TO REMOVE WATER SPLASHES AND STAINS		DAILY	
BUS DRIVING AREA			
SCRUB, POWERWASH & VACUUM BUS OFF-RAMP SWEEP	BUS AREA BRIDGE	(UR) (UR)	Upon Request Upon Request
STAIRWELLS (3) ROOF TO STREET LEVEL			
SWEEP ALL HARD SURFACE FLOORS AND STAIRS SPOT CLEAN ALL DOORS, WALLS AND JAMBS DAMP MOP ALL HARD SURFACE FLOORS DUST AND/OR SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES TO INCLUDE HANDRAILS, BASEBOARDS, AND LIGHT FIXTURES HIGH DUST ALL SURFACES NOT REACHED DURING NORMAL OPERATIONS		Weekly Weekly (UR)  MONTHLY (UR)	Upon Request  Upon Request

Zero Waste Trash Sorting Services, Full time - in compliance with SF Environment and Recology.