

# Metro Realty

## Scope of Works

Section	Task	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Front Lobby	Clean entrance doors	YES	YES	YES				
Front Lobby	Vacuum/mop floors	YES	YES	YES				
Front Lobby	Wipe reception desk	YES	YES	YES				
Front Lobby	Remove cobwebs	YES	YES	YES				
Front Lobby	Empty bins	YES	YES	YES				
Hallways	Vacuum and mop	YES	YES	YES				
Hallways	Dust skirting	YES	YES	YES				
Hallways	Clean air vents	YES	YES	YES				
Hallways	Empty bins	YES	YES	YES				
Workspaces	Dust desks and chairs	YES	YES	YES				
Workspaces	Vacuum carpet	YES	YES	YES				
Workspaces	Spot clean glass	YES	YES	YES				
Workspaces	Empty bins	YES	YES	YES				
Kitchen	Wipe benches/appliances	YES	YES	YES				
Kitchen	Sweep/mop floor	YES	YES	YES				
Kitchen	Clean microwave	YES	YES	YES				
Kitchen	Empty bins	YES	YES	YES				
Bathrooms	Clean sinks and mirrors	YES	YES	YES				
Bathrooms	Clean toilets/urinals	YES	YES	YES				
Bathrooms	Restock consumables	YES	YES	YES				
Bathrooms	Mop floors	YES	YES	YES				
Bathrooms	Empty bins	YES	YES	YES				
Stairs (Monthly)	Sweep/mop steps	YES						
Stairs (Monthly)	Wipe railings	YES						