

STANDARD OPERATING PROCEDURE

REF: NJDMAVA Departmental Directive 600.1, dated 1 APR 03

(USE ADDITIONAL SHEETS IF NECESSARY)

LOCATION		PREPARED BY					DATE PREPARED					
APPROVED <input type="checkbox"/>		REGIONAL SUPERVISOR					DATE APPROVED					
DISAPPROVED <input type="checkbox"/>												
CODE		Enter room, office, area and/or location in these blocks.								LINE		
D - Daily W - Weekly M - Monthly Y - Annually + - Additionally as Required AU - After Each Use AR - As Required LD - Local Determination 2W - Twice Each Week M3 - Every Three Months										1		
		CLASSIFICATION										
		FLOOR CLEANING	Floor Type									2
			Floor Area (sq ft)									3
			Sweep									4
			Dust Mop									5
			Vacuum									6
			Damp Mop									7
			Buff									8
			Strip & Wax									9
										10		
GLASS CLEANING	Windows In & Out									11		
	Mirrors									12		
	Interior Glass									13		
										14		
DUSTING	Furniture									15		
	Light Fixtures									16		
	Walls									17		
	Ceiling									18		
	Pipes									19		
	Screens									20		
	Venetian Blinds									21		
										22		
MISCELLANEOUS	Light Fixtures									23		
	Venetian Blinds									24		
	Radiators & Grills									25		
	Walls, Partitions & Woodwork									26		
	Furniture									27		
	Urns & Ashtrays									28		
	Wastebaskets									29		
									30			
RESTROOMS	Closets & Urinals									31		
	Sinks & Basins									32		
	Drinking Fountains									33		
	Soap Dispensers									34		
										35		
OUTDOOR AREA	Policing									36		
	Sweeping									37		
	Mow Grass									38		
	Snow Removal									39		
									40			
PAINT or REFINISH	Woodwork, Trim, Ferrous Metal									41		
	Walls									42		
	Ceilings									43		
	Floors									44		
									45			