

CLEANING AND PAINTING SCHEDULE

REF: NJDMAVA Departmental Directive 600.1, dated 1 APR 03

LOCATION					PERIOD BEGINNING				
PREPARED BY					DATE PREPARED				
REGIONAL SUPERVISOR					APPROVED <input type="checkbox"/>				
					DISAPPROVED <input type="checkbox"/>				
Enter room, office, area and/or location in these blocks. Use additional sheets if necessary.									
FLOOR CLEANING	Sweep								
	Dust Mop								
	Vacuum								
	Damp Mop								
	Buff								
	Strip & Wax								
GLASS CLEANING	Windows In & Out								
	Mirrors								
	Interior Glass								
DUSTING	Furniture								
	Light Fixtures								
	Walls								
	Ceiling								
	Pipes								
	Screens								
	Venetian Blinds								
MISCELLANEOUS	Light Fixtures								
	Venetian Blinds								
	Radiators & Grills								
	Walls, Partitions &								
	Woodwork								
	Furniture								
	Policing								
PAINT or REFINISH	Woodwork, Trim,								
	Ferrous Metal								
	Walls								
	Ceilings								
	Floors								