<table>
<thead>
<tr>
<th>Day</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>Clean elevator</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>Basement hallways and offices clean and mopping</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>Basement hallways and offices clean and mopping</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>Basement hallways and offices clean and mopping</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>Basement hallways and offices clean and mopping</td>
</tr>
<tr>
<td></td>
<td><strong>Daily Service is available throughout the day.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Weekly Service is available throughout the week.</strong></td>
</tr>
</tbody>
</table>

**Weekly Service Breakdown:**

- **1st & 3rd Week:**
  - Clean Basements A11, A21, A31, and A41
  - Clean Restrooms B61, B62, and B63
  - Focus B83

- **2nd & 4th Week:**
  - Clean Basements A11, A21, A31, and A41
  - Clean Restrooms B61, B62, and B63
  - Focus B83

**Seasonal:**

- Cleaning Basements A11, A21, A31, and A41
- Cleaning Restrooms B61, B62, and B63

**Emergency:**

- Disinfect all restrooms and clean as needed
- Report broke out lights and required repair
- Clean basements as needed

**Weather Related:**

- Clean hallways when wet or snowy
- Clean elevators during inclement weather

**Special:**

- Clean hallways described
- Clean offices, basements, hallways, and restrooms as needed
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