BUILDING & GROUNDS WORKDAY LIST – MODIFIED - MARCH 21ST 2020

OUTSIDE	INSIDE

JOB	√	COMMENTS	JOB	√	COMMENTS
PULL WEEDS & PICKUP TRASH			CLEAN OVEN		
SWEEP STAIRWELLS & CHECK DRAINS FOR DEBRIS			CLEAN REFRIGERATOR WIPE DOWN W/BAKING SODA		
			WIPE DOWN OUTSIDE OF KITCHEN CABINETS		
			DUST THE LIBRARY SHELVES & TABLES		
			CLEAN CHAIRS & TABLES IN BASEMENT		
			CLEAN WINDOWS INCLUDING CASING – VACUUM LOOSE DIRT FIRST		
			INSPECT DISHES - REORGANIZE AS NECESSARY		
			CLEAN KITCHEN SHELVES – REMOVE DISHES AND CLEAN SHELVES		
			CHECK CABINETS TAGS – MOVE TO APPROIATE DRAWERS & CABINETS – EDIT AS NECESSARY		
			ORGANIZE BASEMENT CLOSET – INSPECT CONTENT		DAR - B&G TO COMPLETE
			CLEAN BASEMENT CLOSET SHELVES WIPE DOWN & MOP FLOOR		
INSPECT OUTSIDE OF BUILDING - FOR ADDED REPAIRS – ADD NOTES TO BACK IF MORE ROOM IS NEEDED			INSPECT INSIDE OF BUILDING - FOR ADDED REPAIRS – ADD NOTES TO BACK IF MORE ROOM IS NEEDED		
			CLEAN BENCHS		

B & G WORKDAY LIST – MODIFIED - MARCH 21ST 2020

OUTSIDE			INSIDE		