



ABC Company, Admin Building

1122 Administration Drive
Anytown, CA 90332

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Extraction Clean Classroom	Classroom	Carpet	Floor Project	2	Quarterly	101.60

Step Name	Frequency	Time
Extraction Clean using 28" Self-Contained, Self-Propelled Machine: Battery	Quarterly	11.60
Remove & Replace furniture for floor care projects	Quarterly	90.00

Inventory	Frequency	Quantity
COG 9 Xtraction II	Quarterly	0.030
Defoamer -Bulk	Quarterly	0.031
FLOOR SIGNS YELLOW	Quarterly	0.000

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Routine Classroom Carpet	Classroom	Carpet	Routine	2	170.00 times a year	22.29

Step Name	Frequency	Time
Dust furniture surfaces	36.00 times a yea	4.00
Empty trash receptacles	170.00 times a y	1.50
Remove carpet stains (as needed)	21.00 times a yea	2.00
Spot clean building surfaces	170.00 times a y	2.00
Spot clean furniture surfaces	170.00 times a y	1.20
Trash Pick Up: Pick Up Loose Debris with Lobby Pan & Porter Broom/Scrape Up Gum	170.00 times a y	6.00
Vacuum completely with 14" upright	170.00 times a y	10.50

Inventory	Frequency	Quantity
14" Upright Vacuum	170.00 times a ye	0.000
37 Clear Hi D	170.00 times a ye	3.000
Carpet Stain Remover	Once a week	0.001
COG 4 Multi-Surface Cleaner	Once a week	0.000
Cotton Cloths	170.00 times a ye	0.002
Premium Wood Polish - RTU	Once a week	0.063

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Strip & Recoat Project	Classroom	VCT	Floor Project	2	Bi-Annually	399.00

Step Name	Frequency	Time
1. Remove & Replace furniture for floor care projects - Classrooms	Bi-Annually	90.00
2. Dust Mop with 36" Mop using Dust Treatment Chemical	Bi-Annually	4.80
3. Damp Mop with 24 oz Mop Head using Single Bucket & Wringer	Bi-Annually	12.00
4. Floor: Clean Baseboards with Automatic Rotary Vertical Brush Machine	Bi-Annually	3.00
5. Floor: Strip with 175 rpm 20" Rotary Floor Machine that Requires Separate Wet Pickup	Bi-Annually	75.00
6. Wet Pick-Up with Tank Type Wet Vacuum & 16" Orifice Pickup Tool	Bi-Annually	23.40
7. Wet Mop Rinse TWICE with 24 oz Mop using Single Bucket & Wringer	Bi-Annually	46.80
8. Apply 4 Coats of Floor Finish using Mop	Bi-Annually	144.00

Inventory	Frequency	Quantity
24" Dust Mop	Bi-Annually	0.001
COG 8 Damp Mop	Bi-Annually	0.089
FLOOR SIGNS YELLOW	Bi-Annually	0.000
L.O.E. Stripper	Bi-Annually	0.281
On an' On	Bi-Annually	1.333
Shineline Baseboard & Wax Build Up Stripper	Bi-Annually	0.500
WET MOP ORANGE LARGE	Bi-Annually	0.000

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Routine Classroom VCT	Classroom	VCT	Routine	2	170.00 times a year	32.62

Step Name	Frequency	Time
Clean chalk boards & erasers	170.00 times a y	3.00
Dust furniture surfaces	Once a week	4.00
Empty trash receptacles	170.00 times a y	1.50
Floor: Damp Mop with 24 oz Mop Head using Single Bucket & Wringer	170.00 times a y	12.00
Floor: Dust Mop with 24" Mop using Dust Treatment Chemical	170.00 times a y	7.20
Spot clean building surfaces	170.00 times a y	2.00
Spot clean furniture surfaces, as needed.	170.00 times a y	1.20
Trash Pick Up: Pick Up Loose Debris with Lobby Pan & Porter Broom/Scrape Up Gum	170.00 times a y	6.00

Inventory	Frequency	Quantity
24" Dust Mop	170.00 times a ye	0.001
37 Clear Hi D	170.00 times a ye	3.000
COG 4 Multi-Surface Cleaner	Once a week	0.000
COG 8 Damp Mop	170.00 times a ye	0.089
Cotton Cloths	170.00 times a ye	0.002
FLOOR SIGNS YELLOW	170.00 times a ye	0.000
WET MOP ORANGE LARGE	170.00 times a ye	0.000

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Entry Routine	Entry	Ceramic	Routine	2	5 days a week	28.72

Step Name	Frequency	Time
Dust furniture surfaces	Once a week	4.00
Empty trash receptacles	5 days a week	1.50
Floor: Damp Mop with 24 oz Mop Head using Single Bucket & Wringer	5 days a week	12.00
Glass Door & Hardware: Clean using Trigger Sprayer & Cloth (2 Sides)	5 days a week	3.00
Glass Panel/Partition: Clean using Trigger Sprayer & Cloth	5 days a week	3.42
Spot clean building surfaces	5 days a week	2.00
Trash Pick Up: Pick Up Loose Debris with Lobby Pan & Porter Broom/Scrape Up Gum	5 days a week	6.00

Inventory	Frequency	Quantity
24 by 24 Clear Hi D	5 days a week	3.000
BROOM LOBBY W/HANDLE	5 days a week	0.000
COG 3 Super Concentrated Glass &HardSurfaceCleaner	5 days a week	0.000

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Entry Routine Con	Entry	Concrete	Routine	2	5 days a week	16.72

Step Name	Frequency	Time
Dust furniture surfaces	Once a week	4.00
Empty trash receptacles	5 days a week	1.50
Glass Door & Hardware: Clean using Trigger Sprayer & Cloth (2 Sides)	5 days a week	3.00
Glass Panel/Partition: Clean using Trigger Sprayer & Cloth	5 days a week	3.42
Spot clean building surfaces	5 days a week	2.00
Trash Pick Up: Pick Up Loose Debris with Lobby Pan & Porter Broom/Scrape Up Gum	5 days a week	6.00

Inventory	Frequency	Quantity
24 by 24 Clear Hi D	5 days a week	3.000
BROOM LOBBY W/HANDLE	5 days a week	0.000
COG 3 Super Concentrated Glass &HardSurfaceCleaner	5 days a week	0.000

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Gym Floors	Gym	Wood	Floor Project	2	Once a year	16.80

Step Name	Frequency	Time
Scrub with 350 rpm 20" Floor Machine that Requires Separate Wet Pick-Up	Once a year	16.80

Inventory	Frequency	Quantity
WOODFORCE OMU 33 Sealer	Once a year	1.000
WOODFORCE OMU 50 Finish	Once a year	1.000

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Routine Gym Floor	Gym	Wood	Routine	2	5 days a week	9.39

Step Name	Frequency	Time
Gym Floor: Dust Mop with 60" Mop using Dust Treatment Chemical	5 days a week	1.80
Seating, Audience Type, Hard Surface: Dust with Duster	Quarterly	6.00
Trash Pick Up: Pick Up Loose Debris with Lobby Pan & Porter Broom/Scrape Up Gum	5 days a week	6.00
Trash Removal: Empty Trash/Ash Trays/Pencil Sharpener, Wipe Clean & Reline Basket	5 days a week	1.50

Inventory	Frequency	Quantity
37 Clear Hi D	5 days a week	3.000
72" Dust Mop	5 days a week	0.001
BROOM LOBBY W/HANDLE	5 days a week	0.000

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Extraction Clean Hall	Hallway	Carpet	Floor Project	2	Quarterly	101.60

Step Name	Frequency	Time
Extraction Clean using 28" Self-Contained, Self-Propelled Machine: Battery	Quarterly	11.60
Remove & Replace furniture for floor care projects	Quarterly	90.00

Inventory	Frequency	Quantity
COG 9 Xtraction II	Quarterly	0.030
Defoamer -Bulk	Quarterly	0.031
FLOOR SIGNS YELLOW	Quarterly	0.000

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Routine Hall Carpet	Hallway	Carpet	Routine	2	5 days a week	27.18

Step Name	Frequency	Time
Dust furniture surfaces	Once a week	4.00
Empty trash receptacles	5 days a week	1.50
Mats, Walk-Off: Vacuum with Upright Vacuum	5 days a week	1.08
Remove carpet stains (as needed)	Once a week	2.00
Spot clean building surfaces	5 days a week	2.00
Spot clean furniture surfaces	5 days a week	1.20
Trash Pick Up: Pick Up Loose Debris with Lobby Pan & Porter Broom/Scrape Up Gum	5 days a week	6.00
Vacuum completely with 16" upright	5 days a week	14.20

Inventory	Frequency	Quantity
37 Clear Hi D	5 days a week	3.000
Carpet Stain Remover	Once a week	0.001
Premium Wood Polish - RTU	Once a week	0.063

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Hall Concrete	Hallway	Concrete	Routine	2	5 days a week	39.60

Step Name	Frequency	Time
Dust building surfaces	Once a week	3.50
Dust furniture surfaces	Once a week	4.00
Empty trash receptacles	5 days a week	1.50
Floor: Damp Mop with 24 oz Mop Head using Single Bucket & Wringer	5 days a week	12.00
Spot clean building surfaces	5 days a week	2.00
Spot clean furniture surfaces	5 days a week	1.20
Sweep with 24" Push Broom	5 days a week	15.40
Trash Pick Up: Pick Up Loose Debris with Lobby Pan & Porter Broom/Scrape Up Gum	5 days a week	6.00

Inventory	Frequency	Quantity
24 by 24 Clear Hi D	5 days a week	3.000
BROOM LOBBY W/HANDLE	5 days a week	0.000
COG 4 Multi-Surface Cleaner	Once a week	0.000
COG 8 Damp Mop	5 days a week	0.089
Corn Broom 8"	5 days a week	0.000
Cotton Cloths	5 days a week	0.001
FLOOR SIGNS YELLOW	5 days a week	0.000

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Strip & Recoat Hall VCT	Hallway	VCT	Floor Project	2	Bi-Annually	391.50

Step Name	Frequency	Time
1. Remove & Replace furniture for floor care projects - Classrooms	Bi-Annually	90.00
2. Dust Mop with 36" Mop using Dust Treatment Chemical	Bi-Annually	4.80
3. Autoscrub	Bi-Annually	4.50
4. Floor: Clean Baseboards with Automatic Rotary Vertical Brush Machine	Bi-Annually	3.00
5. Floor: Strip with 175 rpm 20" Rotary Floor Machine that Requires Separate Wet Pickup	Bi-Annually	75.00
6. Wet Pick-Up with Tank Type Wet Vacuum & 16" Orifice Pickup Tool	Bi-Annually	23.40
7. Wet Mop Rinse TWICE with 24 oz Mop using Single Bucket & Wringer	Bi-Annually	46.80
8. Apply 4 Coats of Floor Finish using Mop	Bi-Annually	144.00

Inventory	Frequency	Quantity
24" Dust Mop	Bi-Annually	0.001
COG 8 Damp Mop	Bi-Annually	0.089
FLOOR SIGNS YELLOW	Bi-Annually	0.000
L.O.E. Stripper	Bi-Annually	0.281
On an' On	Bi-Annually	1.333
Shineline Baseboard & Wax Build Up Stripper	Bi-Annually	0.500
WET MOP ORANGE LARGE	Bi-Annually	0.000

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Spraybuffing Halls	Hallway	VCT	Periodic	2	5 days a week	10.80

Step Name	Frequency	Time
Floor: Dust Mop with 24" Mop using Dust Treatment Chemical	2 days a week	7.20
Floor: Spray Buff with 2000 + rpm 20" Rotary Floor Machine & Finish Restorer	5 days a week	7.20

Inventory	Frequency	Quantity
24" Dust Mop	5 days a week	0.001
FLOOR SIGNS YELLOW	5 days a week	0.000
Spraybuff	5 days a week	0.625

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Routine Hall Resilient	Hallway	VCT	Routine	2	5 days a week	22.28

Step Name	Frequency	Time
Autoscrub	5 days a week	4.50
Dust building surfaces	Once a week	3.50
Dust furniture surfaces	Once a week	4.00
Floor: Dust Mop with 24" Mop using Dust Treatment Chemical	5 days a week	7.20
Mats, Walk-Off: Vacuum with Upright Vacuum	5 days a week	1.08
Spot clean building surfaces	5 days a week	2.00
Trash Pick Up: Pick Up Loose Debris with Lobby Pan & Porter Broom/Scrape Up Gum	5 days a week	6.00

Inventory	Frequency	Quantity
24" Dust Mop	5 days a week	0.001
COG 8 Damp Mop	5 days a week	0.044
Cotton Cloths	5 days a week	0.002
Premium Wood Polish - RTU	Once a week	0.063

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Extraction Clean Lobby	Lobby	Carpet	Floor Project	2	Quarterly	101.60

Step Name	Frequency	Time
Extraction Clean using 28" Self-Contained, Self-Propelled Machine: Battery	Quarterly	11.60
Remove & Replace furniture for floor care projects	Quarterly	90.00

Inventory	Frequency	Quantity
COG 9 Xtraction II	Quarterly	0.030
Defoamer -Bulk	Quarterly	0.031
FLOOR SIGNS YELLOW	Quarterly	0.000

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Routine Lobby Carpet	Lobby	Carpet	Routine	2	5 days a week	24.34

Step Name	Frequency	Time
Dust furniture surfaces	Once a week	4.00
Empty trash receptacles	5 days a week	1.50
Remove carpet stains (as needed)	Once a week	2.00
Spot clean building surfaces (as needed)	2 days a week	2.00
Spot clean furniture surfaces (as needed)	2 days a week	1.60
Trash Pick Up: Pick Up Loose Debris with Lobby Pan & Porter Broom/Scrape Up Gum	5 days a week	6.00
Vacuum completely with 16" upright	5 days a week	14.20

Inventory	Frequency	Quantity
24 by 24 Clear Hi D	5 days a week	3.000
BROOM LOBBY W/HANDLE	5 days a week	0.000
Carpet Stain Remover	Once a week	0.001

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Strip & Recoat Lobby	Lobby	VCT	Floor Project	2	Bi-Annually	391.50

Step Name	Frequency	Time
1. Remove & Replace furniture for floor care projects - Classrooms	Bi-Annually	90.00
2. Dust Mop with 36" Mop using Dust Treatment Chemical	Bi-Annually	4.80
3. Autoscrub	Bi-Annually	4.50
4. Floor: Clean Baseboards with Automatic Rotary Vertical Brush Machine	Bi-Annually	3.00
5. Floor: Strip with 175 rpm 20" Rotary Floor Machine that Requires Separate Wet Pickup	Bi-Annually	75.00
6. Wet Pick-Up with Tank Type Wet Vacuum & 16" Orifice Pickup Tool	Bi-Annually	23.40
7. Wet Mop Rinse TWICE with 24 oz Mop using Single Bucket & Wringer	Bi-Annually	46.80
8. Apply 4 Coats of Floor Finish using Mop	Bi-Annually	144.00

Inventory	Frequency	Quantity
24" Dust Mop	Bi-Annually	0.001
COG 8 Damp Mop	Bi-Annually	0.089
FLOOR SIGNS YELLOW	Bi-Annually	0.000
L.O.E. Stripper	Bi-Annually	0.281
On an' On	Bi-Annually	1.333
Shineline Baseboard & Wax Build Up Stripper	Bi-Annually	0.500
WET MOP ORANGE LARGE	Bi-Annually	0.000

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Spraybuff Lobby	Lobby	VCT	Periodic	2	5 days a week	10.08

Step Name	Frequency	Time
Floor: Dust Mop with 24" Mop using Dust Treatment Chemical	2 days a week	7.20
Floor: Spray Buff with 2000 + rpm 20" Rotary Floor Machine & Finish Restorer	5 days a week	7.20

Inventory	Frequency	Quantity
24" Dust Mop	5 days a week	0.001
FLOOR SIGNS YELLOW	5 days a week	0.000
Spraybuff	5 days a week	0.625

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Routine Lobby Res	Lobby	VCT	Routine	2	5 days a week	31.10

Step Name	Frequency	Time
Dust furniture surfaces	Once a week	4.00
Empty trash receptacles	5 days a week	1.50
Floor: Damp Mop with 24 oz Mop Head using Single Bucket & Wringer	5 days a week	12.00
Floor: Dust Mop with 24" Mop using Dust Treatment Chemical	5 days a week	7.20
Spot clean building surfaces	5 days a week	2.00
Spot clean furniture surfaces	5 days a week	1.20
Trash Pick Up: Pick Up Loose Debris with Lobby Pan & Porter Broom/Scrape Up Gum	5 days a week	6.00

Inventory	Frequency	Quantity
24 by 24 Clear Hi D	5 days a week	3.000
24" Dust Mop	5 days a week	0.001
BROOM LOBBY W/HANDLE	5 days a week	0.000
COG 8 Damp Mop	5 days a week	0.089

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Extraction Clean Office	Office	Carpet	Floor Project	2	Quarterly	101.60

Step Name	Frequency	Time
Extraction Clean using 28" Self-Contained, Self-Propelled Machine: Battery	Quarterly	11.60
Remove & Replace furniture for floor care projects	Quarterly	90.00

Inventory	Frequency	Quantity
COG 9 Xtraction II	Quarterly	0.030
Defoamer -Bulk	Quarterly	0.031
FLOOR SIGNS YELLOW	Quarterly	0.000

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Routine Office Carpet	Office	Carpet	Routine	2	5 days a week	20.64

Step Name	Frequency	Time
Dust furniture surfaces	Once a week	4.00
Empty trash receptacles	5 days a week	1.50
Remove carpet stains (as needed)	Once a week	2.00
Spot clean building surfaces (as needed)	2 days a week	2.00
Spot clean furniture surfaces (as needed)	2 days a week	1.60
Trash Pick Up: Pick Up Loose Debris with Lobby Pan & Porter Broom/Scrape Up Gum	5 days a week	6.00
Vacuum with 14" Upright Vacuum	5 days a week	10.50

Inventory	Frequency	Quantity
24 by 24 Clear Hi D	5 days a week	3.000
Carpet Stain Remover	Once a week	0.001
Cotton Cloths	5 days a week	0.002
Premium Wood Polish - RTU	Once a week	0.063
Sign Off	Once a week	0.020

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Routine RF CT	Restroom Fixture	Ceramic	Routine	2	5 days a week	3.50

Step Name	Frequency	Time
1. Use appropriate Personal Protective Equipment & place Wet Floor signs	5 days a week	0.25
2. Clean and disinfect toilets	5 days a week	0.75
3. Clean and disinfect urinals	5 days a week	0.75
4. Clean and disinfect sinks	5 days a week	0.25
5. Clean mirrors	5 days a week	0.25
6. Sweep floor with corn broom	5 days a week	0.25
7. Empty trash and feminine hygiene disposal bins, disinfect.	5 days a week	0.25
8. Replace liners and refill all dispensers.	5 days a week	0.25
9. Mop floor with disinfectant cleaner	5 days a week	0.50

Inventory	Frequency	Quantity
24 by 24 Clear Hi D	5 days a week	3.000
COG 1 NABC Concentrate	5 days a week	0.000
COG 2 hdqC2	5 days a week	0.022
COG 3 Super Concentrated Glass &HardSurfaceCleaner	5 days a week	0.000
Commode Mats 6/Case	Once a month	1.000
Corn Broom 8"	5 days a week	0.000
Cotton Cloths	5 days a week	0.002

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Deep Clean Restrooms	Restrooms (SF)	Ceramic	Periodic	2	Once a month	117.68

Step Name	Frequency	Time
1. Close Room for Project Work and apply Personal Protective Equipment	Once a month	1.00
2. Light Fixtures: Damp Wipe with Trigger Sprayer & Cloth using Ladder	Once a month	3.00
3. Overhead Services: Dust with Hand-Held Duster Vacuum using Ladder	Once a month	22.00
4. Sweep with 8" Corn/Synthetic Broom	Once a month	25.20
5. Vents: Damp Wipe with Trigger Sprayer & Cloth using Ladder each	1 Once a month	0.50
6. RR: Pressure wash floors, walls & partitions.	Once a month	2.00
7. Walls: Wash Manually with Wall Mop, Extension Handle, Bucket & Wringer	Once a month	23.98
8. RR: Scrub ceramic tile with scrub brush and cleaning solution.	Once a month	30.00
9. Rinse surfaces and squeegee water down drains	Once a month	10.00

Inventory	Frequency	Quantity
37 Clear Hi D	Once a month	3.000
BROOM LOBBY W/HANDLE	Once a month	0.000
COG 14 Foamy Bath & Restroom Cleaner	Once a month	0.000
Cotton Cloths	Once a month	0.002

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Storage Concrete	Storage	Concrete	Routine	2	Once a week	22.70

Step Name	Frequency	Time
Empty trash receptacles	5 days a week	1.50
Floor: Damp Mop with 24 oz Mop Head using Single Bucket & Wringer	5 days a week	12.00
Floor: Dust Mop with 24" Mop using Dust Treatment Chemical	5 days a week	7.20
Spot clean building surfaces	5 days a week	2.00

Inventory	Frequency	Quantity
37 Clear Hi D	Once a week	3.000
COG 8 Damp Mop	Once a week	0.089
Corn Broom 8"	Once a week	0.000

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
Storage	Storage	VCT	Routine	2	Once a week	22.70

Step Name	Frequency	Time
Empty trash receptacles	Once a week	1.50
Floor: Damp Mop with 24 oz Mop Head using Single Bucket & Wringer	Once a week	12.00
Floor: Dust Mop with 24" Mop using Dust Treatment Chemical	Once a week	7.20
Spot clean building surfaces	Once a week	2.00

Inventory	Frequency	Quantity
37 Clear Hi D	Once a week	3.000
COG 8 Damp Mop	Once a week	0.089
Corn Broom 8"	Once a week	0.000

Task and Step Specifications

Task	Area Type	Floor Type	Type	Shift	Frequency	Time
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