

Category	Description	Reason for position in line
Welfare of Residents	Arrange garbage and recycling for DOS curbside pickup Clear garbage and recycling pickup on each floor (bins, closets) Check all refuse areas are clean and orderly Sanitize garbage and recycling bins Clean/ sanitize door Intercom Panel Wipe/ sanitize common door handles Wipe/ sanitize elevator call panels on every floor Wipe/ sanitize call panels inside elevator cab Wipe/ sanitize stair banisters	These tasks impact directly your residents' health, safety and protection.
Equipment Protection	Clear elevator door tracks Clear roof drains Clear gutter headers Clear gutter leaders Clean around main equipment, i.e. compactor sensor, for equipment protection Clean out sump pump pit of debris that can clog pump Clear debris on roof (nails, metals, etc.)	These tasks directly affect operation of equipment and infrastructure, such as the roof and elevator. Letting these tasks go for too long can cause expensive damage, not to mention unnecessary inconvenience to building residents.
Legal Compliance	Sweep front sidewalk and 18 inches into street Hose front Sidewalk Conduct special visits, i.e. next morning visits to clean after sanitation visit Clear common areas of unwanted, unused items Clear and organize items in common areas Clear and organize utilities rooms, such as compactor room, boiler room, etc. (ladders, building supplies, etc.)	Required by some NYC law or another, such as Sanitation laws and FDNY code, neglecting these tasks can cause the building to receive expensive violation fees.
Lifestyle	Vacuum Entry Mat Mop/ vacuum lobby Floor Clean entrance door and glass Clean common area glass (i.e. Transom) Clean elevator floor and walls Wipe mailboxes Spot clean/ dust wall surfaces in lobby Dust/ spot clean lobby base/crown molding and trim Dust/ spot clean furniture in lobby Dust/ spot clean wall surfaces in hallways Mop/ Vacuum Hallways Mop/ Vacuum Landing Dust/ spot clean hallway base moldings Dust/ spot clean hallway crown moldings Sweep/ mop stairwells Clean/ organize common deck or gathering area Laundryroom - mop floor - wipe down machines - clean soap tray - clean lint trays Gym - mop floor - wipe down equipment - clean mirror - clean bathroom (if there is one)	The tasks in this category is generally anything that improves or enhances the quality of life in the building. This includes having things look, smell and feel clean. Doing these tasks will enhance the mood of building residents.
Spring/ Deep Cleaning	Polish brass/ ornamental metal fixtures Clean light fixtures Clean all common area furniture and/or decorative frames on wall Clean all pipes (i.e. sprinkler) and other common area fixtures (i.e. fire extinguishers) Clean all common area trim - crown molding - base molding - door trim - window trim - stair balusters Clean walls, window sashes and trim, doors and frames in hallways Clean light fixtures/ fire extinguishers/ pipes (sprinkler, etc.) Clean stairwells (mop/ vaccum) Polish wood Buff, wax, strip floors Wall touch-up extensive (re-painting, etc.)	In smaller buildings with a part-time Super, these tasks can be performed on a periodic basis during a deep cleaning process where everything is scrubbed from top to bottom. Usually, this is charged as a separate project, but once it's done, it helps to maintain a baseline standard of cleanliness for the Super.

	Clean Awning
	Power wash (mold, etc.)
	Bike Room/ Storage Areas
	Boiler Room/ Equipment/ Elevator Rooms
	Compactor/ Refuse Room
	Clean outside window sills