

Routine/Project Work Order by Facility
FR-Fraser Hall

Western Washington University

Section: 1st Floor

Area: 100-Circulation Area

Area Sq Ft: 582

Area Color:

Blue

<u>Job # - Employee:</u>	<u>Priority</u>	<u>Seq.</u>	<u>Task:</u>	<u>Circulation Area (5)-SC</u>	<u>Min. Once</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
AC4 Push Jones, Anthea		1	UT-Pick-up Large Litter				X	X	X	X	X	
AC4 Push Jones, Anthea		2	VAC-Vacuum Hard floor back-pack 14" Floor Tool				X	X	X	X	X	
AC4 Push Jones, Anthea	X	3	APPA - Empty waste containers - Public (Circulation) Area				X	X	X	X	X	
AC4 Push Jones, Anthea		4	LD-Change Trash Can Liners					X		X		
AC4 Push Jones, Anthea	X	5	UT-Clean Water fountains				X	X	X	X	X	
AC4 Push Jones, Anthea		7	Spot mop					X	X	X	X	
AC8 PUSH Perigo, Jim		8	UT-AutoScrub 20"						X			

Area: 101A-Lecture Hall Service

Area Sq Ft: 142

Area Color:

White

Area: 101-Lecture Hall 2

Area Sq Ft: 1,880

Area Color:

Green

<u>Job # - Employee:</u>	<u>Priority</u>	<u>Seq.</u>	<u>Task:</u>	<u>Classroom (5)-SC</u>	<u>Min. Once</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
AC4 Push Jones, Anthea		1	APPA - Empty Pencil Sharpeners - Classroom				X	X	X	X	X	
AC4 Push Jones, Anthea		2	APPA - Clean Chalkboards and Trays - Classroom				X	X	X	X	X	
AC4 Push Jones, Anthea		3	APPA - Clean Erasers - Classroom				X	X	X	X	X	
AC4 Push Jones, Anthea		4	APPA - Empty waste containers - Classroom				X	X	X	X	X	
AC4 Push Jones, Anthea		5	LD-Change Trash Can Liners					X		X		
AC4 Push Jones, Anthea		6	APPA - Dust flat surfaces - Classroom				X	X	X	X	X	
AC4 Push Jones, Anthea		8	VAC-Vacuum Hard floor back-pack 14" Floor Tool				X	X	X	X	X	
AC4 Push Jones, Anthea		9	APPA - Damp-mop floor - Classroom				X					

Area: 102A-Lecture Hall Service

Area Sq Ft: 81

Area Color:

White

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Western Washington University

Area: 102-Lecture Hall 4

Area Sq Ft:

3,548

Area Color:

Green

<u>Job # - Employee:</u>	<u>Priority</u>	<u>Seq.</u>	<u>Task:</u>	<u>Classroom (5)-SC</u>	<u>Min. Once</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
AC4 Push Jones, Anthea		1	APPA - Empty Pencil Sharpeners - Classroom				X	X	X	X	X	
AC4 Push Jones, Anthea		2	APPA - Clean Chalkboards and Trays - Classroom				X	X	X	X	X	
AC4 Push Jones, Anthea		3	APPA - Clean Erasers - Classroom				X	X	X	X	X	
AC4 Push Jones, Anthea		4	APPA - Empty waste containers - Classroom				X	X	X	X	X	
AC4 Push Jones, Anthea		5	LD-Change Trash Can Liners					X		X		
AC4 Push Jones, Anthea		6	APPA - Dust flat surfaces - Classroom				X	X	X	X	X	
AC4 Push Jones, Anthea		8	VAC-Vacuum Hard floor back-pack 14" Floor Tool				X	X	X	X	X	
AC4 Push Jones, Anthea		9	APPA - Damp-mop floor - Classroom				X					

Area: S4-0 Circulation Area

Area Sq Ft:

59

Area Color:

Blue

<u>Job # - Employee:</u>	<u>Priority</u>	<u>Seq.</u>	<u>Task:</u>	<u>Circulation Area (5)-SC</u>	<u>Min. Once</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
AC4 Push Jones, Anthea		1	UT-Pick-up Large Litter				X	X	X	X	X	
AC4 Push Jones, Anthea		2	VAC-Vacuum Hard floor back-pack 14" Floor Tool				X	X	X	X	X	
AC4 Push Jones, Anthea	X	3	APPA - Empty waste containers - Public (Circulation) Area				X	X	X	X	X	
AC4 Push Jones, Anthea		4	LD-Change Trash Can Liners					X		X		
AC4 Push Jones, Anthea	X	5	UT-Clean Water fountains				X	X	X	X	X	
AC4 Push Jones, Anthea		7	Spot mop					X	X	X	X	
AC8 PUSH Perigo, Jim		8	UT-AutoScrub 20"						X			

Area: S4-1 Stairs

Area Sq Ft:

55

Area Color:

Blue

<u>Job # - Employee:</u>	<u>Priority</u>	<u>Seq.</u>	<u>Task:</u>	<u>Stair (5)-SC</u>	<u>Min. Once</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
AC4 Push Jones, Anthea		1	UT-Vacuum Stairs and landins w/ bckpck				X		X		X	
AC4 Push Jones, Anthea		2	UT-Damp-mop stairs and landings						X			

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Area: S5-1 Stairs

Area Sq Ft: 98

Area Color:

Blue

<u>Job # - Employee:</u>	<u>Priority</u>	<u>Seq.</u>	<u>Task:</u>	<u>Stair (5)-SC</u>	<u>Min. Once</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
AC4 Push Jones, Anthea		1	UT-Vacuum Stairs and landins w/ bckpck				X		X		X	
AC4 Push Jones, Anthea		2	UT-Damp-mop stairs and landings						X			

Section: 2nd Floor

Area: 201- Lecture Hall 3

Area Sq Ft: 1,918

Area Color:

Green

<u>Job # - Employee:</u>	<u>Priority</u>	<u>Seq.</u>	<u>Task:</u>	<u>Classroom (5)-SC</u>	<u>Min. Once</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
AC4 Push Jones, Anthea		1	APPA - Empty Pencil Sharpeners - Classroom				X	X	X	X	X	
AC4 Push Jones, Anthea		2	APPA - Clean Chalkboards and Trays - Classroom				X	X	X	X	X	
AC4 Push Jones, Anthea		3	APPA - Clean Erasers - Classroom				X	X	X	X	X	
AC4 Push Jones, Anthea		4	APPA - Empty waste containers - Classroom				X	X	X	X	X	
AC4 Push Jones, Anthea		5	LD-Change Trash Can Liners					X		X		
AC4 Push Jones, Anthea		6	APPA - Dust flat surfaces - Classroom				X	X	X	X	X	
AC4 Push Jones, Anthea		8	VAC-Vacuum Hard floor back-pack 14" Floor Tool				X	X	X	X	X	
AC4 Push Jones, Anthea		9	APPA - Damp-mop floor - Classroom				X					

Area: 201A-Lecture Hall Service

Area Sq Ft: 129

Area Color:

White

Routine/Project Work Order by Facility
FR-Fraser Hall

Western Washington University

Area: 202-Circulation Area

Area Sq Ft:

77

Area Color:

Blue

<u>Job # - Employee:</u>	<u>Priority</u>	<u>Seq.</u>	<u>Task:</u>	<u>Circulation Area (5)-SC</u>	<u>Min. Once</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
AC4 Push Jones, Anthea		1	UT-Pick-up Large Litter				X	X	X	X	X	
AC4 Push Jones, Anthea		2	VAC-Vacuum Hard floor back-pack 14" Floor Tool				X	X	X	X	X	
AC4 Push Jones, Anthea	X	3	APPA - Empty waste containers - Public (Circulation) Area				X	X	X	X	X	
AC4 Push Jones, Anthea		4	LD-Change Trash Can Liners					X		X		
AC4 Push Jones, Anthea	X	5	UT-Clean Water fountains				X	X	X	X	X	
AC4 Push Jones, Anthea		7	Spot mop					X	X	X	X	
AC8 PUSH Perigo, Jim		8	UT-AutoScrub 20"						X			

Area: S5-2 Stairs

Area Sq Ft:

98

Area Color:

Blue

<u>Job # - Employee:</u>	<u>Priority</u>	<u>Seq.</u>	<u>Task:</u>	<u>Stair (5)-SC</u>	<u>Min. Once</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
AC4 Push Jones, Anthea		1	UT-Vacuum Stairs and landins w/ bckpck				X		X		X	
AC4 Push Jones, Anthea		2	UT-Damp-mop stairs and landings						X			

Section: 2nd Floor Restroom Level

Area: 200-Circulation Area

Area Sq Ft:

207

Area Color:

Blue

<u>Job # - Employee:</u>	<u>Priority</u>	<u>Seq.</u>	<u>Task:</u>	<u>Circulation Area (5)-SC</u>	<u>Min. Once</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
AC4 Push Jones, Anthea		1	UT-Pick-up Large Litter				X	X	X	X	X	
AC4 Push Jones, Anthea		2	VAC-Vacuum Hard floor back-pack 14" Floor Tool				X	X	X	X	X	
AC4 Push Jones, Anthea	X	3	APPA - Empty waste containers - Public (Circulation) Area				X	X	X	X	X	
AC4 Push Jones, Anthea		4	LD-Change Trash Can Liners					X		X		
AC4 Push Jones, Anthea	X	5	UT-Clean Water fountains				X	X	X	X	X	
AC4 Push Jones, Anthea		7	Spot mop					X	X	X	X	
AC8 PUSH Perigo, Jim		8	UT-AutoScrub 20"						X			

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Area: 203-Men's Restroom

Area Sq Ft:

167

Area Color:

Red

<u>Job # - Employee:</u>	<u>Priority</u>	<u>Seq.</u>	<u>Task:</u>	<u>Restroom - SC (5)</u>	<u>Min. Once</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
AC4 Push Jones, Anthea	X	1	APPA - Empty waste containers - Washroom				X	X	X	X	X	
AC4 Push Jones, Anthea	X	2	RR-Change Trash Can Liners				X	X	X	X	X	
AC4 Push Jones, Anthea	X	3	APPA - Restock soap and toilet paper - Washroom				X	X	X	X	X	
AC4 Push Jones, Anthea	X	4	APPA - Clean mirrors - Washroom				X	X	X	X	X	
AC4 Push Jones, Anthea	X	5	APPA - Clean wash bowls - Washroom				X	X	X	X	X	
AC4 Push Jones, Anthea	X	6	APPA - Clean/disinfect toilet bowls - Washroom				X	X	X	X	X	
AC4 Push Jones, Anthea	X	7	APPA - Clean/disinfect urinals - Washroom				X	X	X	X	X	
AC4 Push Jones, Anthea	X	8	APPA - Sweep, dust-mop floor - Washroom				X	X	X	X	X	
AC4 Push Jones, Anthea	X	9	APPA - Wet-mop and scrub floors - Washroom				X	X	X	X	X	
AC4 Push Jones, Anthea	X	10	APPA - Dust open, flat surfaces - Washroom					X				
AC4 Push Jones, Anthea	X	11	APPA - Clean partitions and doors - Washroom						X			
AC4 Push Jones, Anthea	X	12	APPA - Spot-Clean walls and doors - Washroom							X		

Area: 204-Women's Rest Room

Area Sq Ft:

188

Area Color:

Red

<u>Job # - Employee:</u>	<u>Priority</u>	<u>Seq.</u>	<u>Task:</u>	<u>Restroom - SC (5)</u>	<u>Min. Once</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
AC4 Push Jones, Anthea	X	1	APPA - Empty waste containers - Washroom				X	X	X	X	X	
AC4 Push Jones, Anthea	X	2	RR-Change Trash Can Liners				X	X	X	X	X	
AC4 Push Jones, Anthea	X	3	APPA - Restock soap and toilet paper - Washroom				X	X	X	X	X	
AC4 Push Jones, Anthea	X	4	APPA - Clean mirrors - Washroom				X	X	X	X	X	
AC4 Push Jones, Anthea	X	5	APPA - Clean wash bowls - Washroom				X	X	X	X	X	
AC4 Push Jones, Anthea	X	6	APPA - Clean/disinfect toilet bowls - Washroom				X	X	X	X	X	
AC4 Push Jones, Anthea	X	8	APPA - Sweep, dust-mop floor - Washroom				X	X	X	X	X	
AC4 Push Jones, Anthea	X	9	APPA - Wet-mop and scrub floors - Washroom				X	X	X	X	X	
AC4 Push Jones, Anthea	X	10	APPA - Dust open, flat surfaces - Washroom					X				
AC4 Push Jones, Anthea	X	11	APPA - Clean partitions and doors - Washroom						X			
AC4 Push Jones, Anthea	X	12	APPA - Spot-Clean walls and doors - Washroom							X		

Area: 205-Custodial Closet

Area Sq Ft:

49

Area Color:

White

Routine/Project Work Order by Facility
FR-Fraser Hall

Western Washington University

Area: S4-2 Stairs

Area Sq Ft: 113

Area Color:

Blue

Job # - Employee:

Priority

Seq.

Task:

Stair (5)-SC

Min. Once

Sun

Mon

Tue

Wed

Thu

Fri

Sat

AC4 Push Jones, Anthea 1 UT-Vacuum Stairs and landins w/ bckpck
AC4 Push Jones, Anthea 2 UT-Damp-mop stairs and landings

X

X

X

X

Section: Basement

Area: 001-Mechanical Room

Area Sq Ft: 740

Area Color:

White

Area: 002-Mechanical Area

Area Sq Ft: 61

Area Color:

White

Area: 003-Mechanical Area

Area Sq Ft: 49

Area Color:

White

Area: 004-Elevator Machine Room

Area Sq Ft: 42

Area Color:

White

Routine/Project Work Order by Facility
FR-Fraser Hall

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Area: 005-Circulation Area

Area Sq Ft: 61

Area Color:

Blue

<u>Job # - Employee:</u>	<u>Priority</u>	<u>Seq.</u>	<u>Task:</u>	<u>Circulation Area (5)-SC</u>	<u>Min. Once</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
AC4 Jones, Anthea		1	UT-Pick-up Large Litter				X	X	X	X	X	
AC4 Jones, Anthea		2	VAC-Vacuum Hard floor back-pack 14" Floor Tool				X	X	X	X	X	
AC4 Jones, Anthea	X	3	APPA - Empty waste containers - Public (Circulation) Area				X	X	X	X	X	
AC4 Jones, Anthea		4	LD-Change Trash Can Liners					X		X		
AC4 Jones, Anthea	X	5	UT-Clean Water fountains				X	X	X	X	X	
AC4 Jones, Anthea		7	Spot mop					X	X	X	X	
AC8 PUSH Perigo, Jim		8	UT-AutoScrub 20"						X			

Area: Elevator

Area Sq Ft: 27

Area Color:

Blue

<u>Job # - Employee:</u>	<u>Priority</u>	<u>Seq.</u>	<u>Task:</u>	<u>Elevators - Carpet (5)</u>	<u>Min. Once</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
AC4 Push Jones, Anthea	X	1	Elevator - Fully clean (*)				X	X	X	X	X	

Area: S5-0 Stairs

Area Sq Ft: 98

Area Color:

Blue

<u>Job # - Employee:</u>	<u>Priority</u>	<u>Seq.</u>	<u>Task:</u>	<u>Stair (5)-SC</u>	<u>Min. Once</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
AC4 Push Jones, Anthea		1	UT-Vacuum Stairs and landins w/ bckpck				X		X		X	
AC4 Push Jones, Anthea		2	UT-Damp-mop stairs and landings						X			