

# Department Offices

Department offices are the second lowest priority if staff is absent or needed for other projects. We understand the need to have the department offices presentable for students and will do our best to keep them respectable.

<b>Tasks</b>	<b>Frequency</b>
Vacuum carpet	Three times per Week
Empty recycle containers	Weekly
Spot mop floors	As Needed
Empty waste containers	Four times per week
Spot-clean walls, doors and glass	As needed
Change light bulbs	As needed
Dust vents	As needed
Perform interim floor care	Annually