

QUALITY / SLEEP NIGHT MAINTENANCE CHECKLIST

MONDAY Date: ___/___/___	___ Clean Lobby entrances / ashtrays ___ Clean Entrance Glass Sleep/Quality ___ Pick up all debris from parking lot ___ Take out all trash if needed ___ Security Walk-All Floors / Locks ___ Check-Replace all Public Lights	GM Assigned Tasks _____ _____ _____	# Tickets _____ By_____
TUESDAY	___ Clean Lobby entrances / ashtrays ___ Clean Entrance Glass Sleep/Quality ___ Pick up all debris from parking lot ___ Take out all trash if needed ___ Security Walk-All Floors / Locks ___ Check-Replace all Public Lights	GM Assigned Tasks _____ _____ _____	# Tickets _____ By_____
WEDNESDAY	___ Clean Lobby entrances / ashtrays ___ Clean Entrance Glass Sleep/Quality ___ Pick up all debris from parking lot ___ Take out all trash if needed ___ Security Walk-All Floors / Locks ___ Check-Replace all Public Lights	GM Assigned Tasks _____ _____ _____	# Tickets _____ By_____
THURSDAY	___ Clean Lobby entrances / ashtrays ___ Clean Entrance Glass Sleep/Quality ___ Pick up all debris from parking lot ___ Take out all trash if needed ___ Security Walk-All Floors / Locks ___ Check-Replace all Public Lights	GM Assigned Tasks _____ _____ _____	# Tickets _____ By_____
FRIDAY	___ Clean Lobby entrances / ashtrays ___ Clean Entrance Glass Sleep/Quality ___ Pick up all debris from parking lot ___ Take out all trash if needed ___ Security Walk-All Floors / Locks ___ Check-Replace all Public Lights	GM Assigned Tasks _____ _____ _____	# Tickets _____ By_____
SATURDAY	___ Clean Lobby entrances / ashtrays ___ Clean Entrance Glass Sleep/Quality ___ Pick up all debris from parking lot ___ Take out all trash if needed ___ Security Walk-All Floors / Locks ___ Check-Replace all Public Lights	GM Assigned Tasks _____ _____ _____	# Tickets _____ By_____
SUNDAY	___ Clean Lobby entrances / ashtrays ___ Clean Entrance Glass Sleep/Quality ___ Pick up all debris from parking lot ___ Take out all trash if needed ___ Security Walk-All Floors / Locks ___ Check-Replace all Public Lights	GM Assigned Tasks _____ _____ _____	# Tickets _____ By_____