ROUTINE DETAIL ASSIGNMENT

REF: NJDMAVA Departmental Directive 600.1, dated 30 Aug 06

	EFFECTIVE DATE:															
ASSIGNED EMPLOYEE						SHIFT						DAYS OF WORK				
		The r	ooms	and a	reas	listed	will b	e clea	ned c	n the	day i	ndica	ted in	each	column.	
ROOMS OR AREAS	Sweet			VACI.		SOM STATE		MOM				S				
		055		NSTR	11077	2112										

CODE:

D- Daily

M - Monday

TU - Tuesday

W - Wednesday

TH - Thursday

F - Friday

SA - Saturday

SU - Sunday

SDO -

Standard Day Off

Rooms or areas marked with an asterick (*) will be cleaned throughout the day as often as required to maintain an excellent appearance at all times.

Dusting will include window sills, radiators, venetian blinds, and all dust collecting surfaces which can be reached from the floor.

Do not disturb or attempt to arrange papers, objects, items, etc. on desk tops, shelves and or bookshelves.

Additional instructions are listed on the reverse side of this form.

NJDMAVA FORM NO. 107 30 AUG 06 Type or print with ball point pen. Previous editions may be used until exhausted.