# ROUTINE DETAIL ASSIGNMENT 

REF: NJDMAVA Departmental Directive 600.1, dated 30 Aug 06

## EFFECTIVE DATE:

$\qquad$

| The rooms and areas listed will be cleaned on the day indicated in each column. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| ROOMS OR AREA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

SPECIAL INSTRUCTIONS:

```
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.

Type or print with ball point pen. Previous editions may be used until exhausted.

