

**Workday Jobs Checklist:**

**date for workday:** \_\_\_\_\_

- I. Put out a copy of the cleaning checklist
- II. Put out a copy of the seasonal checklist
- III. Are there any problem history jobs that still need to be addressed? If so, what are they?  
(see checklist on wall in boiler room) \_\_\_\_\_

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- IV. Are there any office history problems that could be addressed with professional service?  
What are they? (See checklist on office wall) \_\_\_\_\_

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- V. What jobs have been identified from the Monthly Maintenance Report or suggestions  
needing to be done? \_\_\_\_\_

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- VI. Based on the above jobs what tools are needed? \_\_\_\_\_

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- VII. Based on the above, are there any supplies needing to be purchased? What is the estimated  
cost? \_\_\_\_\_

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