

2. PERIODIC SERVICES

WORK AREA	LOCATION	UNIT OF MEASURE	TIME OF DAY	INSTRUCTIONS	REMARKS

3. SPECIAL SERVICES

WORK AREA	LOCATION	UNIT OF MEASURE	TIME OF DAY	INSTRUCTIONS	REMARKS

4. CONTRACTED SERVICES

WORK AREA	LOCATION	UNIT OF MEASURE	TIME OF DAY	INSTRUCTION	REMARKS
TRASH REMOVAL					
INSECT & RODENT					
WINDOW CLEANING					
BLINDS					
SNOW REMOVAL					
LAWN					
OTHER					

5. SUPPLEMENTAL

WORK AREA	LOCATION	UNIT OF MEASURE	TIME OF DAY	INSTRUCTION	REMARKS
UTILITY					
ADDITIONAL					

6. SUMMARY OF INSTRUCTIONS