

**Routine/Project Work Order by Facility**  
**SD-Shannon Point Dorms**

**Section: 1st Floor**

**Area: 01A-Toilet/Bath**

**Area Sq Ft: 82**

**Area Color:**

**Red**

| <u>Job # - Employee:</u> |               | <u>Priority</u> | <u>Seq.</u> | <u>Task:</u>                                    | <u>Restroom - SC (5)</u> | <u>Sun</u> | <u>Mon</u> | <u>Tue</u> | <u>Wed</u> | <u>Thu</u> | <u>Fri</u> | <u>Sat</u> |
|--------------------------|---------------|-----------------|-------------|---|--------------------------|------------|------------|------------|------------|------------|------------|------------|
| SP                       | Foster, Joyce |                 | 1           | APPA - Empty waste containers - Washroom        |                          |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 2           | RR-Change Trash Can Liners                      |                          |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 3           | APPA - Restock soap and toilet paper - Washroom |                          |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 4           | APPA - Clean mirrors - Washroom                 |                          |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 5           | APPA - Clean wash bowls - Washroom              |                          |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 6           | APPA - Clean/disinfect toilet bowls - Washroom  |                          |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 7           | APPA - Clean/disinfect urinals - Washroom       |                          |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 8           | APPA - Sweep, dust-mop floor - Washroom         |                          |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 9           | APPA - Wet-mop and scrub floors - Washroom      |                          |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 10          | APPA - Dust open, flat surfaces - Washroom      |                          |            |            | X          |            |            |            |            |
| SP                       | Foster, Joyce |                 | 11          | APPA - Clean partitions and doors - Washroom    |                          |            |            |            | X          |            |            |            |
| SP                       | Foster, Joyce |                 | 12          | APPA - Spot-Clean walls and doors - Washroom    |                          |            |            |            |            | X          |            |            |

**Area: 01-Sleep/Study**

**Area Sq Ft: 226**

**Area Color:**

**Green**

| <u>Job # - Employee:</u> |               | <u>Priority</u> | <u>Seq.</u> | <u>Task:</u>  | <u>zAPPA - Dormitory Sleep/Study (Level 3)</u> | <u>Sun</u> | <u>Mon</u> | <u>Tue</u> | <u>Wed</u> | <u>Thu</u> | <u>Fri</u> | <u>Sat</u> |
|--------------------------|---------------|-----------------|-------------|---|--|------------|------------|------------|------------|------------|------------|------------|
| SP                       | Foster, Joyce |                 | 1           | APPA - Replace ashtray - Dormitory Sleep/Study                        |  |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 2           | APPA - Empty waste containers - Dormitory Sleep/Study Room            |  |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 3           | APPA - Make bed - Dormitory Sleep/Study                               |  |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 4           | APPA - Dust furniture and flat surfaces - Dormitory Sleep/Study       |  |            |            |            |            | X          |            |            |
| SP                       | Foster, Joyce |                 | 5           | APPA - Clean telephones - Dormitory Sleep/Study                       |  |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 6           | APPA - Spot-clean walls, partitions and doors - Dormitory Sleep/Study |  |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 7           | APPA - Spot-clean carpet - Dormitory Sleep/Study                      |  |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 8           | APPA - Vacuum carpet, straighten furniture - Dormitory Sleep/Study    |  |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 9           | APPA - Relamp all fixtures (Daily Adjusted) - Dormitory Sleep/Study   |  |            | X          | X          | X          | X          | X          |            |

**Area: 02-Sleep/Study**

**Area Sq Ft: 219**

**Area Color:**

**Green**

| <u>Job # - Employee:</u> |               | <u>Priority</u> | <u>Seq.</u> | <u>Task:</u>  | <u>zAPPA - Dormitory Sleep/Study (Level 3)</u> | <u>Sun</u> | <u>Mon</u> | <u>Tue</u> | <u>Wed</u> | <u>Thu</u> | <u>Fri</u> | <u>Sat</u> |
|--------------------------|---------------|-----------------|-------------|---|--|------------|------------|------------|------------|------------|------------|------------|
| SP                       | Foster, Joyce |                 | 1           | APPA - Replace ashtray - Dormitory Sleep/Study                        |  |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 2           | APPA - Empty waste containers - Dormitory Sleep/Study Room            |  |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 3           | APPA - Make bed - Dormitory Sleep/Study                               |  |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 4           | APPA - Dust furniture and flat surfaces - Dormitory Sleep/Study       |  |            |            |            |            | X          |            |            |
| SP                       | Foster, Joyce |                 | 5           | APPA - Clean telephones - Dormitory Sleep/Study                       |  |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 6           | APPA - Spot-clean walls, partitions and doors - Dormitory Sleep/Study |  |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 7           | APPA - Spot-clean carpet - Dormitory Sleep/Study                      |  |            | X          |            | X          |            | X          |            |

**Routine/Project Work Order by Facility**  
**SD-Shannon Point Dorms**

**Western Washington University**

|    |               |   |   |   |   |   |   |   |
|----|---------------|---|---|---|---|---|---|---|
| SP | Foster, Joyce | 8 | APPA - Vacuum carpet, straighten furniture - Dormitory Sleep/Study  | X |   | X |   | X |
| SP | Foster, Joyce | 9 | APPA - Relamp all fixtures (Daily Adjusted) - Dormitory Sleep/Study | X | X | X | X | X |

| Area: 03A-Toilet/Bath    |                 |             | Area Sq Ft: 82                                  | Area Color: <span style="background-color: red; color: black;">Red</span> |            |            |            |            |            |            |            |
|--------------------------|-----------------|-------------|---|---|------------|------------|------------|------------|------------|------------|------------|
| <u>Job # - Employee:</u> | <u>Priority</u> | <u>Seq.</u> | <u>Task:</u>                                    | <u>Restroom - SC (5)</u>  | <u>Sun</u> | <u>Mon</u> | <u>Tue</u> | <u>Wed</u> | <u>Thu</u> | <u>Fri</u> | <u>Sat</u> |
| SP                       | Foster, Joyce   | 1           | APPA - Empty waste containers - Washroom        |   |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce   | 2           | RR-Change Trash Can Liners                      |   |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce   | 3           | APPA - Restock soap and toilet paper - Washroom |   |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce   | 4           | APPA - Clean mirrors - Washroom                 |   |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce   | 5           | APPA - Clean wash bowls - Washroom              |   |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce   | 6           | APPA - Clean/disinfect toilet bowls - Washroom  |   |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce   | 7           | APPA - Clean/disinfect urinals - Washroom       |   |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce   | 8           | APPA - Sweep, dust-mop floor - Washroom         |   |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce   | 9           | APPA - Wet-mop and scrub floors - Washroom      |   |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce   | 10          | APPA - Dust open, flat surfaces - Washroom      |   |            |            | X          |            |            |            |            |
| SP                       | Foster, Joyce   | 11          | APPA - Clean partitions and doors - Washroom    |   |            |            |            | X          |            |            |            |
| SP                       | Foster, Joyce   | 12          | APPA - Spot-Clean walls and doors - Washroom    |   |            |            |            |            | X          |            |            |

| Area: 03-Sleep/Study     |                 |             | Area Sq Ft: 242   | Area Color: <span style="background-color: green; color: black;">Green</span> |            |            |            |            |            |            |            |
|--------------------------|-----------------|-------------|---|---|------------|------------|------------|------------|------------|------------|------------|
| <u>Job # - Employee:</u> | <u>Priority</u> | <u>Seq.</u> | <u>Task:</u>  | <u>zAPPA - Dormitory Sleep/Study (Level 3)</u>                                | <u>Sun</u> | <u>Mon</u> | <u>Tue</u> | <u>Wed</u> | <u>Thu</u> | <u>Fri</u> | <u>Sat</u> |
| SP                       | Foster, Joyce   | 1           | APPA - Replace ashtray - Dormitory Sleep/Study                        |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 2           | APPA - Empty waste containers - Dormitory Sleep/Study Room            |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 3           | APPA - Make bed - Dormitory Sleep/Study                               |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 4           | APPA - Dust furniture and flat surfaces - Dormitory Sleep/Study       |   |            |            |            |            | X          |            |            |
| SP                       | Foster, Joyce   | 5           | APPA - Clean telephones - Dormitory Sleep/Study                       |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 6           | APPA - Spot-clean walls, partitions and doors - Dormitory Sleep/Study |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 7           | APPA - Spot-clean carpet - Dormitory Sleep/Study                      |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 8           | APPA - Vacuum carpet, straighten furniture - Dormitory Sleep/Study    |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 9           | APPA - Relamp all fixtures (Daily Adjusted) - Dormitory Sleep/Study   |   |            | X          | X          | X          | X          | X          |            |

| Area: 04-Sleep/Study     |                 |             | Area Sq Ft: 278  | Area Color: <span style="background-color: green; color: black;">Green</span> |            |            |            |            |            |            |            |
|--------------------------|-----------------|-------------|--|---|------------|------------|------------|------------|------------|------------|------------|
| <u>Job # - Employee:</u> | <u>Priority</u> | <u>Seq.</u> | <u>Task:</u>   | <u>zAPPA - Dormitory Sleep/Study (Level 3)</u>                                | <u>Sun</u> | <u>Mon</u> | <u>Tue</u> | <u>Wed</u> | <u>Thu</u> | <u>Fri</u> | <u>Sat</u> |
| SP                       | Foster, Joyce   | 1           | APPA - Replace ashtray - Dormitory Sleep/Study             |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 2           | APPA - Empty waste containers - Dormitory Sleep/Study Room |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 3           | APPA - Make bed - Dormitory Sleep/Study                    |   |            | X          |            | X          |            | X          |            |

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**SD-Shannon Point Dorms**

|    |               |   |   |  |   |   |   |   |   |
|----|---------------|---|---|--|---|---|---|---|---|
| SP | Foster, Joyce | 4 | APPA - Dust furniture and flat surfaces - Dormitory Sleep/Study       |  |   |   |   |   | X |
| SP | Foster, Joyce | 5 | APPA - Clean telephones - Dormitory Sleep/Study                       |  | X |   | X |   | X |
| SP | Foster, Joyce | 6 | APPA - Spot-clean walls, partitions and doors - Dormitory Sleep/Study |  | X |   | X |   | X |
| SP | Foster, Joyce | 7 | APPA - Spot-clean carpet - Dormitory Sleep/Study                      |  | X |   | X |   | X |
| SP | Foster, Joyce | 8 | APPA - Vacuum carpet, straighten furniture - Dormitory Sleep/Study    |  | X |   | X |   | X |
| SP | Foster, Joyce | 9 | APPA - Relamp all fixtures (Daily Adjusted) - Dormitory Sleep/Study   |  | X | X | X | X | X |

**Area: 05A-Toilet/Bath**

**Area Sq Ft: 82**

**Area Color:**

**Red**

| <b>Job # - Employee:</b> |               | <b>Priority</b> | <b>Seq.</b> | <b>Task: Restroom - SC (5)</b>                  | <b>Sun</b> | <b>Mon</b> | <b>Tue</b> | <b>Wed</b> | <b>Thu</b> | <b>Fri</b> | <b>Sat</b> |
|--------------------------|---------------|-----------------|-------------|---|------------|------------|------------|------------|------------|------------|------------|
| SP                       | Foster, Joyce |                 | 1           | APPA - Empty waste containers - Washroom        |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 2           | RR-Change Trash Can Liners                      |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 3           | APPA - Restock soap and toilet paper - Washroom |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 4           | APPA - Clean mirrors - Washroom                 |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 5           | APPA - Clean wash bowls - Washroom              |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 6           | APPA - Clean/disinfect toilet bowls - Washroom  |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 7           | APPA - Clean/disinfect urinals - Washroom       |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 8           | APPA - Sweep, dust-mop floor - Washroom         |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 9           | APPA - Wet-mop and scrub floors - Washroom      |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 10          | APPA - Dust open, flat surfaces - Washroom      |            |            | X          |            |            |            |            |
| SP                       | Foster, Joyce |                 | 11          | APPA - Clean partitions and doors - Washroom    |            |            |            | X          |            |            |            |
| SP                       | Foster, Joyce |                 | 12          | APPA - Spot-Clean walls and doors - Washroom    |            |            |            |            | X          |            |            |

**Area: 05-Sleep/Study**

**Area Sq Ft: 209**

**Area Color:**

**Green**

| <b>Job # - Employee:</b> |               | <b>Priority</b> | <b>Seq.</b> | <b>Task: zAPPA - Dormitory Sleep/Study (Level 3)</b>                  | <b>Sun</b> | <b>Mon</b> | <b>Tue</b> | <b>Wed</b> | <b>Thu</b> | <b>Fri</b> | <b>Sat</b> |
|--------------------------|---------------|-----------------|-------------|---|------------|------------|------------|------------|------------|------------|------------|
| SP                       | Foster, Joyce |                 | 1           | APPA - Replace ashtray - Dormitory Sleep/Study                        |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 2           | APPA - Empty waste containers - Dormitory Sleep/Study Room            |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 3           | APPA - Make bed - Dormitory Sleep/Study                               |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 4           | APPA - Dust furniture and flat surfaces - Dormitory Sleep/Study       |            |            |            |            | X          |            |            |
| SP                       | Foster, Joyce |                 | 5           | APPA - Clean telephones - Dormitory Sleep/Study                       |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 6           | APPA - Spot-clean walls, partitions and doors - Dormitory Sleep/Study |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 7           | APPA - Spot-clean carpet - Dormitory Sleep/Study                      |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 8           | APPA - Vacuum carpet, straighten furniture - Dormitory Sleep/Study    |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 9           | APPA - Relamp all fixtures (Daily Adjusted) - Dormitory Sleep/Study   |            | X          | X          | X          | X          | X          |            |

**Routine/Project Work Order by Facility**  
**SD-Shannon Point Dorms**

**Western Washington University**

| Area: 06-Sleep/Study     |                 | Area Sq Ft: | 202   | Area Color: <span style="background-color: green; color: black;">Green</span> |            |            |            |            |            |            |            |
|--------------------------|-----------------|-------------|---|---|------------|------------|------------|------------|------------|------------|------------|
| <u>Job # - Employee:</u> | <u>Priority</u> | <u>Seq.</u> | <u>Task:</u>  | <u>zAPPA - Dormitory Sleep/Study (Level 3)</u>                                | <u>Sun</u> | <u>Mon</u> | <u>Tue</u> | <u>Wed</u> | <u>Thu</u> | <u>Fri</u> | <u>Sat</u> |
| SP                       | Foster, Joyce   | 1           | APPA - Replace ashtray - Dormitory Sleep/Study                        |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 2           | APPA - Empty waste containers - Dormitory Sleep/Study Room            |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 3           | APPA - Make bed - Dormitory Sleep/Study                               |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 4           | APPA - Dust furniture and flat surfaces - Dormitory Sleep/Study       |   |            |            |            |            | X          |            |            |
| SP                       | Foster, Joyce   | 5           | APPA - Clean telephones - Dormitory Sleep/Study                       |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 6           | APPA - Spot-clean walls, partitions and doors - Dormitory Sleep/Study |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 7           | APPA - Spot-clean carpet - Dormitory Sleep/Study                      |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 8           | APPA - Vacuum carpet, straighten furniture - Dormitory Sleep/Study    |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 9           | APPA - Relamp all fixtures (Daily Adjusted) - Dormitory Sleep/Study   |   |            | X          | X          | X          | X          | X          |            |

| Area: 07A-Toilet/Bath    |                 | Area Sq Ft: | 82  | Area Color: <span style="background-color: red; color: black;">Red</span> |            |            |            |            |            |            |            |
|--------------------------|-----------------|-------------|---|---|------------|------------|------------|------------|------------|------------|------------|
| <u>Job # - Employee:</u> | <u>Priority</u> | <u>Seq.</u> | <u>Task:</u>                                    | <u>Restroom - SC (5)</u>  | <u>Sun</u> | <u>Mon</u> | <u>Tue</u> | <u>Wed</u> | <u>Thu</u> | <u>Fri</u> | <u>Sat</u> |
| SP                       | Foster, Joyce   | 1           | APPA - Empty waste containers - Washroom        |   |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce   | 2           | RR-Change Trash Can Liners                      |   |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce   | 3           | APPA - Restock soap and toilet paper - Washroom |   |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce   | 4           | APPA - Clean mirrors - Washroom                 |   |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce   | 5           | APPA - Clean wash bowls - Washroom              |   |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce   | 6           | APPA - Clean/disinfect toilet bowls - Washroom  |   |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce   | 7           | APPA - Clean/disinfect urinals - Washroom       |   |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce   | 8           | APPA - Sweep, dust-mop floor - Washroom         |   |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce   | 9           | APPA - Wet-mop and scrub floors - Washroom      |   |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce   | 10          | APPA - Dust open, flat surfaces - Washroom      |   |            |            | X          |            |            |            |            |
| SP                       | Foster, Joyce   | 11          | APPA - Clean partitions and doors - Washroom    |   |            |            |            | X          |            |            |            |
| SP                       | Foster, Joyce   | 12          | APPA - Spot-Clean walls and doors - Washroom    |   |            |            |            |            | X          |            |            |

| Area: 07-Sleep/Study     |                 | Area Sq Ft: | 202   | Area Color: <span style="background-color: green; color: black;">Green</span> |            |            |            |            |            |            |            |
|--------------------------|-----------------|-------------|---|---|------------|------------|------------|------------|------------|------------|------------|
| <u>Job # - Employee:</u> | <u>Priority</u> | <u>Seq.</u> | <u>Task:</u>  | <u>zAPPA - Dormitory Sleep/Study (Level 3)</u>                                | <u>Sun</u> | <u>Mon</u> | <u>Tue</u> | <u>Wed</u> | <u>Thu</u> | <u>Fri</u> | <u>Sat</u> |
| SP                       | Foster, Joyce   | 1           | APPA - Replace ashtray - Dormitory Sleep/Study                        |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 2           | APPA - Empty waste containers - Dormitory Sleep/Study Room            |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 3           | APPA - Make bed - Dormitory Sleep/Study                               |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 4           | APPA - Dust furniture and flat surfaces - Dormitory Sleep/Study       |   |            |            |            |            | X          |            |            |
| SP                       | Foster, Joyce   | 5           | APPA - Clean telephones - Dormitory Sleep/Study                       |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 6           | APPA - Spot-clean walls, partitions and doors - Dormitory Sleep/Study |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 7           | APPA - Spot-clean carpet - Dormitory Sleep/Study                      |   |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce   | 8           | APPA - Vacuum carpet, straighten furniture - Dormitory Sleep/Study    |   |            | X          |            | X          |            | X          |            |

**Routine/Project Work Order by Facility**  
**SD-Shannon Point Dorms**

**Western Washington University**

SP Foster, Joyce 9 APPA - Relamp all fixtures (Daily Adjusted) - Dormitory Sleep/Study X X X X X

**Area: 08-Sleep/Study**

**Area Sq Ft: 202**

**Area Color: Green**

| <u>Job # - Employee:</u> | <u>Priority</u> | <u>Seq.</u> | <u>Task:</u>   | <u>zAPPA - Dormitory Sleep/Study (Level 3)</u> | <u>Sun</u> | <u>Mon</u> | <u>Tue</u> | <u>Wed</u> | <u>Thu</u> | <u>Fri</u> | <u>Sat</u> |
|--------------------------|-----------------|-------------|--|--|------------|------------|------------|------------|------------|------------|------------|
| SP Foster, Joyce         | 1               |             | APP A - Replace ashtray - Dormitory Sleep/Study                        |  |            | X          |            | X          |            | X          |            |
| SP Foster, Joyce         | 2               |             | APP A - Empty waste containers - Dormitory Sleep/Study Room            |  |            | X          |            | X          |            | X          |            |
| SP Foster, Joyce         | 3               |             | APP A - Make bed - Dormitory Sleep/Study                               |  |            | X          |            | X          |            | X          |            |
| SP Foster, Joyce         | 4               |             | APP A - Dust furniture and flat surfaces - Dormitory Sleep/Study       |  |            |            |            |            | X          |            |            |
| SP Foster, Joyce         | 5               |             | APP A - Clean telephones - Dormitory Sleep/Study                       |  |            | X          |            | X          |            | X          |            |
| SP Foster, Joyce         | 6               |             | APP A - Spot-clean walls, partitions and doors - Dormitory Sleep/Study |  |            | X          |            | X          |            | X          |            |
| SP Foster, Joyce         | 7               |             | APP A - Spot-clean carpet - Dormitory Sleep/Study                      |  |            | X          |            | X          |            | X          |            |
| SP Foster, Joyce         | 8               |             | APP A - Vacuum carpet, straighten furniture - Dormitory Sleep/Study    |  |            | X          |            | X          |            | X          |            |
| SP Foster, Joyce         | 9               |             | APP A - Relamp all fixtures (Daily Adjusted) - Dormitory Sleep/Study   |  |            | X          | X          | X          | X          | X          |            |

**Area: 09A-Toilet/Bath**

**Area Sq Ft: 82**

**Area Color: Red**

| <u>Job # - Employee:</u> | <u>Priority</u> | <u>Seq.</u> | <u>Task:</u>                                     | <u>Restroom - SC (5)</u> | <u>Sun</u> | <u>Mon</u> | <u>Tue</u> | <u>Wed</u> | <u>Thu</u> | <u>Fri</u> | <u>Sat</u> |
|--------------------------|-----------------|-------------|--|--------------------------|------------|------------|------------|------------|------------|------------|------------|
| SP Foster, Joyce         | 1               |             | APP A - Empty waste containers - Washroom        |                          |            | X          | X          | X          | X          | X          |            |
| SP Foster, Joyce         | 2               |             | RR-Change Trash Can Liners                       |                          |            | X          | X          | X          | X          | X          |            |
| SP Foster, Joyce         | 3               |             | APP A - Restock soap and toilet paper - Washroom |                          |            | X          | X          | X          | X          | X          |            |
| SP Foster, Joyce         | 4               |             | APP A - Clean mirrors - Washroom                 |                          |            | X          | X          | X          | X          | X          |            |
| SP Foster, Joyce         | 5               |             | APP A - Clean wash bowls - Washroom              |                          |            | X          | X          | X          | X          | X          |            |
| SP Foster, Joyce         | 6               |             | APP A - Clean/disinfect toilet bowls - Washroom  |                          |            | X          | X          | X          | X          | X          |            |
| SP Foster, Joyce         | 7               |             | APP A - Clean/disinfect urinals - Washroom       |                          |            | X          | X          | X          | X          | X          |            |
| SP Foster, Joyce         | 8               |             | APP A - Sweep, dust-mop floor - Washroom         |                          |            | X          | X          | X          | X          | X          |            |
| SP Foster, Joyce         | 9               |             | APP A - Wet-mop and scrub floors - Washroom      |                          |            | X          | X          | X          | X          | X          |            |
| SP Foster, Joyce         | 10              |             | APP A - Dust open, flat surfaces - Washroom      |                          |            |            | X          |            |            |            |            |
| SP Foster, Joyce         | 11              |             | APP A - Clean partitions and doors - Washroom    |                          |            |            |            | X          |            |            |            |
| SP Foster, Joyce         | 12              |             | APP A - Spot-Clean walls and doors - Washroom    |                          |            |            |            |            | X          |            |            |

**Area: 09-Sleep/Study**

**Area Sq Ft: 202**

**Area Color: Green**

| <u>Job # - Employee:</u> | <u>Priority</u> | <u>Seq.</u> | <u>Task:</u>   | <u>zAPPA - Dormitory Sleep/Study (Level 3)</u> | <u>Sun</u> | <u>Mon</u> | <u>Tue</u> | <u>Wed</u> | <u>Thu</u> | <u>Fri</u> | <u>Sat</u> |
|--------------------------|-----------------|-------------|--|--|------------|------------|------------|------------|------------|------------|------------|
| SP Foster, Joyce         | 1               |             | APP A - Replace ashtray - Dormitory Sleep/Study                  |  |            | X          |            | X          |            | X          |            |
| SP Foster, Joyce         | 2               |             | APP A - Empty waste containers - Dormitory Sleep/Study Room      |  |            | X          |            | X          |            | X          |            |
| SP Foster, Joyce         | 3               |             | APP A - Make bed - Dormitory Sleep/Study                         |  |            | X          |            | X          |            | X          |            |
| SP Foster, Joyce         | 4               |             | APP A - Dust furniture and flat surfaces - Dormitory Sleep/Study |  |            |            |            |            | X          |            |            |

**Routine/Project Work Order by Facility**

**SD-Shannon Point Dorms**

|    |               |   |   |   |   |   |   |   |   |
|----|---------------|---|---|---|---|---|---|---|---|
| SP | Foster, Joyce | 5 | APPA - Clean telephones - Dormitory Sleep/Study                       | X |   | X |   | X |   |
| SP | Foster, Joyce | 6 | APPA - Spot-clean walls, partitions and doors - Dormitory Sleep/Study | X |   | X |   | X |   |
| SP | Foster, Joyce | 7 | APPA - Spot-clean carpet - Dormitory Sleep/Study                      | X |   | X |   | X |   |
| SP | Foster, Joyce | 8 | APPA - Vacuum carpet, straighten furniture - Dormitory Sleep/Study    | X |   | X |   | X |   |
| SP | Foster, Joyce | 9 | APPA - Relamp all fixtures (Daily Adjusted) - Dormitory Sleep/Study   | X | X | X | X | X | X |

**Area: 10-Sleep/Study**

**Area Sq Ft: 202**

**Area Color:**

**Green**

| <u>Job # - Employee:</u> |               | <u>Priority</u> | <u>Seq.</u> | <u>Task:</u>  | <u>zAPPA - Dormitory Sleep/Study (Level 3)</u> | <u>Sun</u> | <u>Mon</u> | <u>Tue</u> | <u>Wed</u> | <u>Thu</u> | <u>Fri</u> | <u>Sat</u> |
|--------------------------|---------------|-----------------|-------------|---|--|------------|------------|------------|------------|------------|------------|------------|
| SP                       | Foster, Joyce |                 | 1           | APPA - Replace ashtray - Dormitory Sleep/Study                        |  |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 2           | APPA - Empty waste containers - Dormitory Sleep/Study Room            |  |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 3           | APPA - Make bed - Dormitory Sleep/Study                               |  |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 4           | APPA - Dust furniture and flat surfaces - Dormitory Sleep/Study       |  |            |            |            |            | X          |            |            |
| SP                       | Foster, Joyce |                 | 5           | APPA - Clean telephones - Dormitory Sleep/Study                       |  |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 6           | APPA - Spot-clean walls, partitions and doors - Dormitory Sleep/Study |  |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 7           | APPA - Spot-clean carpet - Dormitory Sleep/Study                      |  |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 8           | APPA - Vacuum carpet, straighten furniture - Dormitory Sleep/Study    |  |            | X          |            | X          |            | X          |            |
| SP                       | Foster, Joyce |                 | 9           | APPA - Relamp all fixtures (Daily Adjusted) - Dormitory Sleep/Study   |  |            | X          | X          | X          | X          | X          |            |

**Area: 11A-Toilet/Bath**

**Area Sq Ft: 82**

**Area Color:**

**Red**

| <u>Job # - Employee:</u> |               | <u>Priority</u> | <u>Seq.</u> | <u>Task:</u>                                    | <u>Restroom - SC (5)</u> | <u>Sun</u> | <u>Mon</u> | <u>Tue</u> | <u>Wed</u> | <u>Thu</u> | <u>Fri</u> | <u>Sat</u> |
|--------------------------|---------------|-----------------|-------------|---|--------------------------|------------|------------|------------|------------|------------|------------|------------|
| SP                       | Foster, Joyce |                 | 1           | APPA - Empty waste containers - Washroom        |                          |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 2           | RR-Change Trash Can Liners                      |                          |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 3           | APPA - Restock soap and toilet paper - Washroom |                          |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 4           | APPA - Clean mirrors - Washroom                 |                          |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 5           | APPA - Clean wash bowls - Washroom              |                          |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 6           | APPA - Clean/disinfect toilet bowls - Washroom  |                          |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 7           | APPA - Clean/disinfect urinals - Washroom       |                          |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 8           | APPA - Sweep, dust-mop floor - Washroom         |                          |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 9           | APPA - Wet-mop and scrub floors - Washroom      |                          |            | X          | X          | X          | X          | X          |            |
| SP                       | Foster, Joyce |                 | 10          | APPA - Dust open, flat surfaces - Washroom      |                          |            |            | X          |            |            |            |            |
| SP                       | Foster, Joyce |                 | 11          | APPA - Clean partitions and doors - Washroom    |                          |            |            |            | X          |            |            |            |
| SP                       | Foster, Joyce |                 | 12          | APPA - Spot-Clean walls and doors - Washroom    |                          |            |            |            |            | X          |            |            |

**Routine/Project Work Order by Facility**  
**SD-Shannon Point Dorms**

**Western Washington University**

| Area: 11-Sleep/Study     |                 | Area Sq Ft: 202 | Area Color: <span style="background-color: green; color: black;">Green</span> |  |            |            |            |            |            |            |
|--------------------------|-----------------|-----------------|---|--|------------|------------|------------|------------|------------|------------|
| <u>Job # - Employee:</u> | <u>Priority</u> | <u>Seq.</u>     | <u>Task:</u>  | <u>zAPPA - Dormitory Sleep/Study (Level 3)</u> |            |            |            |            |            |            |
|                          |                 |                 |   | <u>Sun</u>                                     | <u>Mon</u> | <u>Tue</u> | <u>Wed</u> | <u>Thu</u> | <u>Fri</u> | <u>Sat</u> |
| SP Foster, Joyce         |                 | 1               | APPA - Replace ashtray - Dormitory Sleep/Study                                |  | X          |            | X          |            | X          |            |
| SP Foster, Joyce         |                 | 2               | APPA - Empty waste containers - Dormitory Sleep/Study Room                    |  | X          |            | X          |            | X          |            |
| SP Foster, Joyce         |                 | 3               | APPA - Make bed - Dormitory Sleep/Study                                       |  | X          |            | X          |            | X          |            |
| SP Foster, Joyce         |                 | 4               | APPA - Dust furniture and flat surfaces - Dormitory Sleep/Study               |  |            |            |            | X          |            |            |
| SP Foster, Joyce         |                 | 5               | APPA - Clean telephones - Dormitory Sleep/Study                               |  | X          |            | X          |            | X          |            |
| SP Foster, Joyce         |                 | 6               | APPA - Spot-clean walls, partitions and doors - Dormitory Sleep/Study         |  | X          |            | X          |            | X          |            |
| SP Foster, Joyce         |                 | 7               | APPA - Spot-clean carpet - Dormitory Sleep/Study                              |  | X          |            | X          |            | X          |            |
| SP Foster, Joyce         |                 | 8               | APPA - Vacuum carpet, straighten furniture - Dormitory Sleep/Study            |  | X          |            | X          |            | X          |            |
| SP Foster, Joyce         |                 | 9               | APPA - Relamp all fixtures (Daily Adjusted) - Dormitory Sleep/Study           |  | X          | X          | X          | X          | X          |            |

| Area: 12-Sleep/Study     |                 | Area Sq Ft: 209 | Area Color: <span style="background-color: green; color: black;">Green</span> |  |            |            |            |            |            |            |
|--------------------------|-----------------|-----------------|---|--|------------|------------|------------|------------|------------|------------|
| <u>Job # - Employee:</u> | <u>Priority</u> | <u>Seq.</u>     | <u>Task:</u>  | <u>zAPPA - Dormitory Sleep/Study (Level 3)</u> |            |            |            |            |            |            |
|                          |                 |                 |   | <u>Sun</u>                                     | <u>Mon</u> | <u>Tue</u> | <u>Wed</u> | <u>Thu</u> | <u>Fri</u> | <u>Sat</u> |
| SP Foster, Joyce         |                 | 1               | APPA - Replace ashtray - Dormitory Sleep/Study                                |  | X          |            | X          |            | X          |            |
| SP Foster, Joyce         |                 | 2               | APPA - Empty waste containers - Dormitory Sleep/Study Room                    |  | X          |            | X          |            | X          |            |
| SP Foster, Joyce         |                 | 3               | APPA - Make bed - Dormitory Sleep/Study                                       |  | X          |            | X          |            | X          |            |
| SP Foster, Joyce         |                 | 4               | APPA - Dust furniture and flat surfaces - Dormitory Sleep/Study               |  |            |            |            | X          |            |            |
| SP Foster, Joyce         |                 | 5               | APPA - Clean telephones - Dormitory Sleep/Study                               |  | X          |            | X          |            | X          |            |
| SP Foster, Joyce         |                 | 6               | APPA - Spot-clean walls, partitions and doors - Dormitory Sleep/Study         |  | X          |            | X          |            | X          |            |
| SP Foster, Joyce         |                 | 7               | APPA - Spot-clean carpet - Dormitory Sleep/Study                              |  | X          |            | X          |            | X          |            |
| SP Foster, Joyce         |                 | 8               | APPA - Vacuum carpet, straighten furniture - Dormitory Sleep/Study            |  | X          |            | X          |            | X          |            |
| SP Foster, Joyce         |                 | 9               | APPA - Relamp all fixtures (Daily Adjusted) - Dormitory Sleep/Study           |  | X          | X          | X          | X          | X          |            |