



Court Square Place, 24-01 44th Road | Long Island City, NY 11101
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January 31, 2012

Mitchell R. Yaven
Academic Facilities Manager
Stern Complex & Warren Weaver Hall
10 Astor Place
New York, NY 10003

Dear Mr. Yaven,

As per your request the following relates to assigning four cleaners to the Stern Complex lavatories.

The following duties would be performed by these individuals on a daily basis Monday thru Friday.

- Men's and Women's Bathrooms: KMC floors 2-6 (=10), Shimkin Lobby – 5 (=10) and Tisch LC, UC, 2-3 (=8).
- All rooms will be closed and would receive a full and thorough cleaning.
- The rotation will be scheduled so that there are bathrooms open on adjoining floors while each floor is being done.
- There will be two rounds of cleanings, morning and afternoon, which would provide full shutdown and cleaning of each of the 28 rooms, twice each day, as outlined below.
- First round from 10:00am to 1:30pm.
- Second round from 2:30pm to 6:00pm.
- These cleaners would be on separate contract with Stern School, with their own sign-in-sheets.
- This would be the cleaner's exclusive assignment.
- CBS management will supervise on a daily basis.



DATE: _____

RESTROOM CLEANING PROGRAM
MENS ROOM - SECTION J

MONDAY - FRIDAY

TIME	LOCATION - CLEANED ✓	COMMENTS
10:00 AM	KMEC 5TH FL	
10:30	SHIMKIN 5TH FL	
11AM	KMEC 4TH FL	
11:30AM	SHIMKIN 4TH FL	
12PM	KMEC 3RD FL	
12:30PM	SHIMKIN 3RD FL	
1PM	LOBBY SHIMKIN	
1:30PM - 2:30PM	BREAK	
2:30PM	KMEC 5TH FL	
3PM	SHIMKIN 5TH FL	
3:30PM	KMEC 4TH FL	
4PM	SHIMKIN 4TH FL	
4:30PM	KMEC 3RD FL	
5PM	SHIMKIN 3RD FL	
5:30PM	LOBBY SHIMKIN	



DATE: _____

RESTROOM CLEANING PROGRAM
MENS ROOM - SECTION 2

MONDAY - FRIDAY

TIME	LOCATION - CLEANED v	COMMENTS
10:00 AM	KMEC 2ND FL	
10:30	SHIMKIN 2ND FL	
11AM	LC TISCH	
11:30AM	UC TISCH	
12PM	TISCH 2ND FL	
12:30PM	TISCH 3RD FL	
1PM	KMEC 6TH FL	
1:30PM - 2:30PM	BREAK	
2:30PM	KMEC 2ND FL	
3PM	SHIMKIN 2ND FL	
3:30PM	LC TISCH	
4PM	UC TISCH	
4:30PM	TISCH 2ND FL	
5PM	TISCH 3RD FL	
5:30PM	KMEC 6TH FL	



DATE: _____

RESTROOM CLEANING PROGRAM
LADIES ROOM - SECTION 1
MONDAY - FRIDAY

TIME	LOCATION - CLEANED v	COMMENTS
10:00 AM	KMEC 5TH FL	
10:30	SHIMKIN 5TH FL	
11AM	KMEC 4TH FL	
11:30AM	SHIMKIN 4TH FL	
12PM	KMEC 3RD FL	
12:30PM	SHIMKIN 3RD FL	
1PM	LOBBY SHIMKIN	
1:30PM - 2:30PM	BREAK	
2:30PM	KMEC 5TH FL	
3PM	SHIMKIN 5TH FL	
3:30PM	KMEC 4TH FL	
4PM	SHIMKIN 4TH FL	
4:30PM	KMEC 3RD FL	
5PM	SHIMKIN 3RD FL	
5:30PM	LOBBY SHIMKIN	



DATE: _____

RESTROOM CLEANING PROGRAM

LADIES ROOM - SECTION 2

MONDAY - FRIDAY

TIME	LOCATION - CLEANED ✓	COMMENTS
10:00 AM	KMEC 2ND FL	
10:30	SHIMKIN 2ND FL	
11AM	LC TISCH	
11:30AM	UC TISCH	
12PM	TISCH 2ND FL	
12:30PM	TISCH 3RD FL	
1PM	KMEC 6TH FL	
1:30PM - 2:30PM	BREAK	
2:30PM	KMEC 2ND FL	
3PM	SHIMKIN 2ND FL	
3:30PM	LC TISCH	
4PM	UC TISCH	
4:30PM	TISCH 2ND FL	
5PM	TISCH 3RD FL	
5:30PM	KMEC 6TH FL	