

Customer: **Reliable Banking Inc.**

Job: **Main**

Main Branch

Address: **Suite 402, 9630 - 53rd Street NW
Harrisburg, Florida**

for **Bergeron, Harvey**

9/23/2002 to 9/29/2002

WO # 1010

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Day	Location	Entry	Done	Task	Qty	Per.	ODF
Only Mondays after 6PM.							
Mon /23	<i>Dusting</i>	1	_____	Dusting, high places and hard to reach	30.0	28	2.2
		2	_____	General Dusting	20.0	28	2.2
	<i>Floors - Carpet</i>	3	_____	Floor, Carpet - Vacuum & spot clean	2,500.0	7	1.3
	<i>Floors - Resilient</i>	4	_____	Thorough wet mop	1,000.0	7	1.3
	<i>Lights</i>	5	_____	Lights Ceiling - damp wipe	30.0	180	1.0
	<i>Office</i>	6	_____	Desks - Wipe if free of paper	10.0	7	1.3
		7	_____	Desks - wash top & sides	10.0	28	2.2
		8	_____	Furniture/Chairs, - wipe	20.0	14	1.2
		9	_____	Furniture, upholstered-vacuum thoroughly	15.0	28	2.2
	<i>Plants</i>	10	_____	General Dusting	15.0	28	2.2
	<i>Trash</i>	11	_____	Remove trash	20.0	7	1.3
		12	_____	Wash Can	15.0	56	1.0
	<i>Walls</i>	13	_____	Wipe as needed	15.0	7	2.3
	<i>Washroom</i>	14	_____	Wipe thoroughly	4.0	7	1.3
		15	_____	Sinks - clean	8.0	7	1.3
		16	_____	Clean Toilets/Urinals	10.0	7	1.3
		17	_____	Replenish Towels, Soap, Toilet paper	20.0	7	1.3
	<i>Windows</i>	18	_____	Monthly - interior - thorough wash	25.0	28	2.2
		19	_____	Semi-Annual, exterior wash	25.0	180	1.0

Customer: **Reliable Banking Inc.**

Job: **Main - Special**

Special Walls, floors

WO # 1011

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Address: **Suite 402, 9630 - 53rd Street NW**
Harrisburg, Florida

for **Gitzen, Susan**

9/23/2002 to 9/29/2002

Day	Location	Entry	Done	Task	Qty	Per.	ODF
Only Mondays after 6PM.							
Mon /23	<i>Special/walls,floors</i>	1	_____	Ceiling - wash	3,500.0	365	1.0
		2	_____	Floor, resilient - Scrub, wax & buff	3,500.0	365	1.0
		3	_____	Floor, Carpet - Steam Clean	3,500.0	365	1.0
		4	_____	Vents, ceiling/wall - wash	42.0	365	1.0
		5	_____	Walls - Annual, wash thoroughly	236.6	365	1.0

Customer: **Reliable Banking Inc.**

Job: **Pine**

Address: **3502 - 34th Avenue
Harrisburg, Florida**

Pine Wood Branch

for **De Roma Cruz, Natalie**

9/23/2002 to 9/29/2002

WO # 1012

Page 1

Day	Location	Entry	Done	Task	Qty	Per.	ODF
Mondays after 7PM. Security Code: 56789							
Mon /23	<i>Special</i>	1	_____	Ledges, damp wipe or vaccum/brush	10.0	14	1.2
	<i>Dusting</i>	2	_____	Dusting, high places and hard to reach	30.0	28	2.2
		3	_____	General Dusting	20.0	28	2.2
	<i>Floors - Carpet</i>	4	_____	Floor, Carpet - Vacuum & spot clean	3,000.0	7	1.3
	<i>Floors - Resilient</i>	5	_____	Thorough wet mop	1,500.0	7	1.3
	<i>Lights</i>	6	_____	Lights Ceiling - damp wipe	30.0	180	1.0
	<i>Office</i>	7	_____	Desks - Wipe if free of paper	10.0	7	1.3
		8	_____	Desks - wash top & sides	10.0	28	2.2
		9	_____	Furniture/Chairs, - wipe	20.0	14	1.2
		10	_____	Furniture, upholstered-vacuum thoroughly	15.0	28	2.2
	<i>Plants</i>	11	_____	General Dusting	15.0	28	2.2
	<i>Trash</i>	12	_____	Remove trash	20.0	7	1.3
		13	_____	Wash Can	15.0	56	1.0
	<i>Walls</i>	14	_____	Wipe as needed	15.0	7	2.3
	<i>Washroom</i>	15	_____	Wipe thoroughly	4.0	7	1.3
		16	_____	Sinks - clean	8.0	7	1.3
		17	_____	Clean Toilets/Urinals	10.0	7	1.3
		18	_____	Replenish Towels, Soap, Toilet paper	20.0	7	1.3
	<i>Windows</i>	19	_____	Monthly - interior - thorough wash	25.0	28	2.2
		20	_____	Semi-Annual, exterior wash	25.0	180	1.0

Customer: **Reliable Banking Inc.**

Job: **Pine - Special**

Address: **3502 - 34th Avenue
Harrisburg, Florida**

Special walls, floors

for **Gitzen, Susan**

9/23/2002 to 9/29/2002

WO # 1013

Page 1

Day	Location	Entry	Done	Task	Qty	Per.	ODF
	Mondays after 7PM.						
	Security Code: 56789						
Mon /23	<i>Special/walls,floors</i>	1	_____	Ceiling - wash	4,500.0	365	1.0
		2	_____	Floor, resilient - Scrub, wax & buff	4,500.0	365	1.0
		3	_____	Floor, Carpet - Steam Clean	4,500.0	365	1.0
		4	_____	Vents, ceiling/wall - wash	54.0	365	1.0
		5	_____	Walls - Annual, wash thoroughly	268.3	365	1.0