

CHANCERY OFFICES

DAILY MAINTENANCE CHECKLIST — initial when complete

DATE: _____

Handrails/doors/bathroom sinks	9:30 am	1:30 pm
Floor 1		
Floor 2		
Floor 3		
Counters/workrooms/kitchens	10:00 am	2:00 pm
Floor 1		
Floor 2		

Floor 3		
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