



# The ExpressTime Insider

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October 2016

1-888-457-7978

[www.expresstime.net](http://www.expresstime.net)

**Task Schedules, why bother? It seems that every day we are challenged with more to do and less time to do it in. We, at Express Time Solutions, are no exception to that reality. Task Schedules were developed to save time, increase productivity and to increase effective communication between service providers, clients and cleaning staff.**

**The feature allows you to customize the tasks assigned to each building for which your cleaners are responsible. The specific needs are listed by category and frequency. If you determine that you have similar needs in another building, you may duplicate the already established task schedule for the new building, thus saving even more time.**

**All task schedules should be printed with a copy provided to the client and posted in the janitorial closet for the cleaning staff so miscommunication can be eliminated. This provides everyone with a clear understanding of exactly what has been contracted for and agreed to by all parties. It should also provide opportunities to increase existing budgets for clients by demonstrating that their expectations could better be met by additional cleaning days or more specific tasks being addressed at increased revenues. Task Schedules can also be accessed by your client through the [CRM](#) Portal.**

If you wish to eliminate confusion, increase productivity, satisfy and retain customers, increase profitability, and create a team attitude within your staff; you want to begin today utilizing the Task Schedule Feature provided by [ExpressTime Solutions](#). As a current customer, you already have access to the amazing tool and we will help you get started using this valuable feature. If you would like to take advantage of utilizing task schedules call us at 888-457-7978 and schedule your update to version 2016.0.0.34 today.

Don't overlook next months [The Insider](#) as we share even more new features that come with version 2016.0.0.34

		FREQUENCY OF SERVICE							
Regular Scheduled Services General, Private Offices, Cubicles, Lobby, Lounge		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
Empty wastebaskets		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Dust all furniture including desks, chairs, tables, cabinets and shelves		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Dust all telephones		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clean and sanitize telephones		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clean and sanitize fountains		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Spot clean desk tops		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Spot clean reception lobby glass including front door and any other partition, door glass and mirrc		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clean entire interior glass in partitions and doors and mirrors		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Dust venetian blinds		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15th and 30th
Remove dust and cobwebs from ceiling areas		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dust mop resilient and hard floors or vacuum carpeted floors in traffic lanes only		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Dust mop, damp mop and sanitize resilient and hard floors or vacuum carpet floors in their entirer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



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