



Task Title: Weekly Cleaning Schedule

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☒ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will add cleaning appointments to a weekly schedule, and calculate total time worked in a week.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2
- Understand and Use Numbers/Manage time/C2.1

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Cleaners often create and adjust their own schedules. They need to account for travel time between locations and ensure they have enough room for new and existing clients.

Scan the “Scheduling Notes” below and “Julia’s Weekly Cleaning Schedule” on the next page.

Scheduling Notes

- Julia cleans office buildings in Quinn’s Plaza three evenings a week. She does not like to schedule a cleaning the following morning until at least 10am.
- She does not want more than three cleanings in one day.
- Cleaning can be scheduled on Saturday or Sunday, but not both.
- Allow at least 1 hour between each cleaning job to travel between locations.

Julia's Weekly Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am-9am	Winters						
9am-10am							
10am-11am							
11am-12pm							
12pm-1pm							
1pm-2pm							
2pm-3pm					McMillan		
3pm-4pm			Resendes				
4pm-5pm							
5pm-6pm							
6pm-7pm		Quinn's Plaza		Quinn's Plaza		Quinn's Plaza	
7pm-8pm							
8pm-9pm							
9pm-10pm							

Work Sheet

Task 1: The Soong family has asked Julia to clean for them. They would like her to come in the morning on a weekday and finish before 12pm. It will take three hours to clean their house. Find an open time on Julia's schedule and add the Soong house to the schedule.

Answer: No written response required here.

Task completed: Yes: ☐

Task 2: Mrs. Bellstadt would like her house cleaned but not on a weekday. It will take two hours to clean her house. Find an open time on Julia's schedule and add the Bellstadt house to her schedule.

Answer: No written response required here.

Task completed: Yes: ☐

Task 3: Calculate the total number of hours Julia will spend cleaning this week.

Answer:

Answers

Task 1: The Soong family has asked Julia to clean for them. They would like her to come in the morning on a weekday and finish before 12pm. It will take three hours to clean their house. Find an open time on Julia's schedule and add the Soong house to the schedule.

Answer: Scheduling options include:

- Saturday/Sunday: Do not schedule [preference is for a weekday morning]
- Monday: Anytime between 8am and 12pm
- Tuesday: Do not schedule [only available 10am-12pm; house takes 3 hours to clean]
- Wednesday: Anytime between 8am and 12pm
- Thursday: Do not schedule [only available 10am-12pm; house takes 3 hours to clean]
- Friday: Anytime between 8am and 12pm

Task 2: Mrs. Bellstadt would like her house cleaned but not on a weekday. It will take two hours to clean her house. Find an open time on Julia's schedule and add the Bellstadt house to her schedule.

Answer: Scheduling options include:

- Monday-Friday: Do not schedule [preference for Saturday/Sunday]
- Sunday: Anytime after 12pm to allow travel after cleaning the Winters house. Do not schedule Saturday, as Julia does not want to work both Saturdays and Sundays, and she already has a cleaning booked on Sunday at the Winters house.

Task 3: Calculate the total number of hours Julia will spend cleaning this week.

Already scheduled: Quinn's Plaza (9) + Winters (2) + Resendes (3) + McMillan (4) = 18 hours

New clients: Soong (3) + Bellstadt (2) = 5 hours

Total hours: 23 hours

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	extracts information from tables and forms			
	uses layout to locate information			
	makes connections between parts of documents			
C2.1	adds, subtracts, multiplies and divides whole numbers and decimals			
	identifies and performs required operations			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):
