4912 Sawdust Café Custodial Duties

**Weekly:** (or more often if needed)

1) Clean and prepare restrooms – sweep & mop, fixtures, check soap and paper dispensers
2) Empty trash/recycling in all rooms and take out to dumpsters
3) Dust mop & wet mop main room, bathroom hall and kitchen
4) Dust window sills in building and clean tables.
   (Refer to personal items located on bottom of list)

**Other Things to Be Done:**

1) Vacuum in corners, edges and around furniture, don’t let dirt or cobwebs accumulate on floor or along the ceilings.
2) Clean door knob & plates, and light switches
3) Entry window glass should be washed and kept clean.
4) Other dusting as needed including cobwebs
   (Refer to personal items located on bottom of list)
5) Microfiber cleaning product care
6) Notifying B&P office all building maintenance needed items
7) Special jobs may require cooperation with the other custodians.
8) Floors should be stripped, waxed as needed and buffed.
9) Outside entrances (Ramp and north entry) swept, cigarette cans emptied, snow removed and ice-melt applied.

- All items may be done more often than listed but not less than listed.
- “Custodial Cleaning Standard” should also be reference.
- Personal items will not be cleaned, also the surfaces directly around and under them. Faculty/Staff may make special arrangements with Custodial Staff to get areas cleaned once they move personal items.