4901 Jordan Hall Custodial Duties

Daily:
1) Clean and prepare restrooms – sweep & mop, fixtures, check soap and paper dispensers prior to 8am
2) Clean drinking fountains (water dispensers are not included, vendor owned/ responsible)
3) Dust mop hall ways, offices and 1st floor library
4) Wet mop hard surface floors
5) Vacuum entrance mats and office rugs
6) Clean Conference rooms tables and vacuum
7) Empty baskets in all rooms and take out to dumpsters
8) Sweep stairs landings, 2nd floor to basement
9) Calendar – Set up Meetings

Weekly: (or more often if needed)
1) Dust window sills in building, air purifiers (ground floor only) and clean tables
   (Do not move or remove personal items if in the way)
2) Dust bathrooms, stalls, dispensers, vents and walls
3) Wet mop stairwells
4) Sweep or dust mop Fan room and Paper Storage room
5) Dust & wet mop 1st floor stacks
6) Vacuum second floor library rug and two offices

Monthly: (or more often if needed)
1) Dust mop wings off of auditorium
2) Sweep fire tower

Other Things to Be Done:
1) Sweep cluttered areas where dust mop is unable to do an efficient job due space limitations.
2) Vacuum in corners, edges and around furniture, don’t let dirt or cobwebs accumulate on floor or along the ceilings.

3) Third Floor – Staff room, lounge and auditorium should be cleaned after each use and readied for next event. (call for help if needed, when large events are scheduled)

4) Clean door knob & plates, and light switches

5) Entry window glass should be washed and kept clean.

6) Other dusting as needed including cobwebs (refer to personal items located on bottom of list)

7) Vacuum all metal thresholds at the elevator doors

8) Microfiber cleaning product care

9) Notifying B&P office all building maintenance needed items

10) Floors should be stripped, waxed as needed and buffed

11) Carpet maintenance

12) Special jobs may require cooperation with the other custodians.

13) Outside entrances (front side entry to street, back loading dock and ramp carport and side pad) cigarette cans emptied, snow removed and ice-melt applied.

14) Wash with mild detergent – removable ink boards in Staff room and Lounge

15) Coordination with personnel in the offices will be necessary. Some areas may require special times or special instructions

- 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.