4904 Hedrick 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, labs and offices
4) Empty trash/recycling in all rooms
5) Sweep Stairs
6) Wet mop basement to 1st floor stairwell, basement & 1st floor hallways
7) Clean Break room - sweep & wet mop floor, counters and sink
8) Vacuum office rugs and entrance mats

Every other day: (or more often if needed)

1) Wet mop labs, offices, stairs 1-3rd floors, hallways 2nd & 3rd floors & areas not already listed (sometimes more, depending on weather)
2) Clean Conference rooms tables and vacuum (and after events in room)
3) Dust Stairwells
4) Dust conference rooms & break room (refer to personal items located on bottom of list)

Twice Weekly: (or more often if needed)

1) Have trash and recyclables out for pick up on designated days.

Weekly: (or more often if needed)

1) Dust window sills in building
   (Refer to personal items located on bottom of list)
2) Dust bathrooms, stalls, dispensers, vents and walls
3) Floors should be buffed
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) Clean door knob & plates, and light switches
4) Entry window glass should be washed and kept clean.
5) Other dusting as needed including cobwebs
   (Refer to personal items located on bottom of list)
6) Microfiber cleaning product care
7) Notifying B&P office all building maintenance needed items
8) Floors should be stripped and waxed as needed
9) Carpet maintenance
10) Special jobs may require cooperation with the other custodians.
11) Outside entrances (Front entry to road, east entrance to road, west entry to front side walk and to parking lot, court yard) cigarette cans emptied, snow removed and ice-melt applied
12) 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.