4906 IPM Custodial Duties

Daily:
1) Clean and prepare restrooms – sweep & mop, fixtures, check soap and paper dispensers prior to 8am
2) Dust mop hall ways and offices
3) Empty trash/recycling in all rooms

Three Times Weekly: (or more often if needed)
1) Vacuum entrance mats and office rugs

Weekly: (or more often if needed)
1) Sweep stairs landings
2) Wet mop hard surface floors
3) Have trash and recyclables out for pick up on designated days, using Sturtevant’s toters.
4) Dust window sills in buildings and clean tables (when accessible)
   (Refer to personal items located on bottom of list)
5) Damp mop stairwell

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 (if accessible)
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, waxed as needed and buffed as needed

9) Carpet maintenance

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

11) Outside entrances (front side entry to street, back entry steps down to driveway, in front of garage door) 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.