**4910A Old Range Custodial Duties**

**Weekly:** (or more often if needed)
1) Clean and prepare restrooms – sweep & mop, fixtures, check soap and paper dispensers
2) Empty trash and take to dumpster
3) Clean drinking fountain
4) Dust window sills in buildings (Restrooms only).

**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 (Restrooms only).
2) Window glass should be washed and kept clean (Restrooms only).
3) Floors should be stripped and waxed as needed (Restrooms only).
4) Special jobs may require cooperation with the other custodians.

**4940 Raw Products Custodial Duties**

**Daily:** (or more often if needed)
1) Clean and prepare restrooms – sweep & mop, fixtures, check soap and paper dispensers
2) Empty trash and take to dumpster
3) Clean drinking fountain

**Weekly:** November – April (or more often if needed)

**Bi-weekly:** May – November (or more often if needed) – Wednesday & Friday
1) Check soap and paper dispensers over sink in main room.

**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 (Restrooms only).
2) Dust and wet mop office as requested.
3) Floors should be stripped and waxed as needed.
4) Special jobs may require cooperation with the other custodians.

**Due to this being a food processing facility - Make extra rolls of paper towels and soap available at both sinks.

4955 Campus Warehouse Custodial Duties

Weekly: (or more often if needed)
1) Clean and prepare restrooms – sweep & mop, fixtures, check soap and paper dispensers
2) Empty trash and take to dumpster

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 (Restrooms only).
2) Dust and wet mop office.
3) Floors should be stripped and waxed as needed.
4) Special jobs may require cooperation with the other custodians.

❖ 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.