4911 Stone Barn Custodial Duties

**During Facilities occupied status: BEFORE 7AM ONLY**

Weekly: (or more often if needed)

1) Clean and prepare restrooms – sweep & mop, fixtures, check soap and paper dispensers
2) Dust mop hall ways
3) Empty trash
4) Sweep stairwell
5) Wet mop hard surface floors
6) Have trash and recyclables ready on Fridays, placed in pickup area
7) Dust window sills in buildings
8) Wet mop stairwell

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) Entry window glass should be washed and kept clean
3) Floors should be stripped and waxed as needed
4) Special jobs may require cooperation with the other custodians.
5) Outside entrances; snow removed and ice-melt applied.

**During Facilities unoccupied status:**

Monthly (or more often if needed):

1) Empty trash in all rooms and place in pickup area
2) Check restroom, clean and restock as needed

Other Things to be Done:

1) Floors should be stripped and waxed as needed
2) Special jobs may require cooperation with the other custodians.

3) Outside entrances; 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.

**Building users will notify Buildings & Properties before starting use of and at the end of use of
facility**