

## **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.

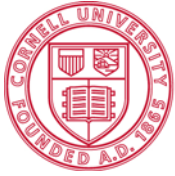
### ***During Facilities unoccupied status:***

#### 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



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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\*\**

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