4927/4928 Castle St Custodial Duties

**Daily:**
1. Clean and prepare restrooms – sweep & mop, sink, fixtures and check toilet paper (when accessible)
   (Refer to personal items located on bottom of list)
2. Clean stove tops & hood, counters, table and sink (when accessible)
   (Refer to personal items located on bottom of list)
3. Dust mop common areas
4. Vacuum entrance mats
5. Wet mop bathroom & kitchen floors
6. Empty trash/recycling in common areas

**Weekly:** (or more often if needed)
1. Dust furniture & window sills (when accessible)
   (Refer to personal items located on bottom of list)
2. Dust bathrooms, stalls, dispensers, vents and walls
3. Have trash and recyclables out for pick up on designated day.
4. Clean shower units

**Monthly:** (or more often if needed)
1. Check Fire Extinguishers
2. Inspect sprinkler system valves

**Other Things to Be Done:**
1. Inspect rooms as tenants leave and clean when needed
2. Damp mop hardwood
3. Vacuum in corners, edges and around furniture, don’t let dirt or cobwebs accumulate on floor or along the ceilings.
4) Clean door knob & plates, and light switches
5) Entry window glass should be washed and kept clean.
6) Other dusting as needed including cobwebs (refer to personal items located on bottom of list)
7) Microfiber cleaning product care
8) Notifying B&P office all building maintenance needed items
9) Replace light bulbs as needed
10) Kitchen Floors should be stripped and waxed as needed
11) Special jobs may require cooperation with the other custodians.
12) Outside entrances (front side entry to street, back entry) cigarette cans emptied, snow removed and ice-melt applied.
13) Coordination with personnel in the ASC 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.