

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)

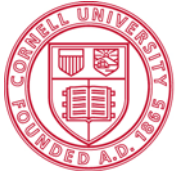
- 1) Dust furniture & window sills (when accessible)
(Refer to personal items located on bottom of list)
- 2) Dust bathrooms, stalls, dispensers, vents and walls
- 3) Have trash and recyclables out for pick up on designated day.
- 4) Clean shower units

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.



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- 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.