4934 Food Science & Technology Custodial Duties

Daily:
1) Clean and prepare restrooms – sweep & mop, fixtures, check soap and paper dispensers prior to 8am
2) Clean drinking fountains (water dispensers are not included, vendor owned/responsible)
3) Dust mop hall ways, labs and offices
4) Vacuum entrance mats
5) Empty trash/recycling in all rooms and take out to dumpsters

Twice Weekly: (or more often if needed)
1) Sweep stairs landings, 2nd floor to basement
2) Wet mop hard surface floors (Daily when needed, during inclement weather)

Weekly: (or more often if needed)
1) Wet mop stairwells
2) Dust window sills in building and clean tables.
   (Refer to personal items located on bottom of list)
3) Dust bathrooms, stalls, dispensers, vents and walls

Other Things to Be Done:
1) Sweep cluttered areas where dust mop is unable to do an efficient job due space limitations.
2) Vacuum in corners, edges and around furniture & equipment, don’t let dirt or cobwebs accumulate on floor or along the ceilings.
3) Clean door knob & plates, and light switches
4) Entry window glass should be washed and kept clean.
5) Vacuum all metal thresholds at the elevator doors
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) Special jobs may require cooperation with the other custodians.
10) Floors should be stripped, waxed as needed and buffed frequently
11) Carpet Maintenance
12) 1st floor Lunch room & 2nd floor conference room should be cleaned after each use and
readied for next event(coordinate/request help if needed, when large events are scheduled)
13) Outside entrances (front side entry to parking lot, back loading dock, ramp, west side entry,
est side entry and stairs going north south) swept, cigarette cans emptied, snow removed
and ice-melt applied.
14) Coordination with personnel in the offices 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.