4935 Barton Labs Floors 2-6 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) Wet mop/floor machine hard surface floors
5) Vacuum entrance mats and office rugs
6) Empty trash/recycling in all rooms and take out to dumpsters

Weekly: (or more often if needed)
1. Dust window sills in building and clean tables (when accessible (ie. desks in way))
   (Refer to personal items located on bottom of list)
2. Dust bathrooms, stalls, dispensers, vents and walls
3. Sweep or vacuum stairs and landings, 6th floor to 2nd floor
4. Vacuum Entomology library rug

Other Things to Be Done:
1) Sweep cluttered areas where dust mop is unable to do an efficient job due space limitations.
2) Damp/spot mop stairwells
3) Vacuum in corners, edges and around furniture & equipment, 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) Vacuum all metal thresholds at the elevator doors
10) Floors should be stripped and waxed as needed and buffed frequently
11) Special jobs may require cooperation with the other custodians.
12) Entomology 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 (east deck/stairs and loading dock) 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.