4935 Barton Labs Floors Basement -1 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
6) Sweep stairs and landings, 1st floor to basement

Twice Weekly: (or more often if needed)
1) Wet mop/floor machine hard surface floors (Daily when needed, during inclement weather)
2) Vacuum all metal thresholds at the elevator doors

Three Times Weekly: (or more often if needed)
1) Wet mop stairwells

Weekly: (or more often if needed)
1) Vacuum office rugs
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
4) Sweep or dust mop Fan room
5) Floors should be buffed
6) Put autoclave waste toter(s) out by trash dumpster by 6am on designated trash pick up day

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.
   (Note that main Foyer is best done on cloudy days)

5) Other dusting as needed including cobwebs
   (Refer to personal items located on bottom of list)

6) Microfiber cleaning product care

7) Notifying B&P office all building maintenance needed items

8) Special jobs may require cooperation with the other custodians.

9) Floors should be stripped, waxed as needed and buffed frequently

10) Carpet Maintenance

11) 1st floor conference room should be cleaned after each use and readied for next event(coordinate/request help if needed, when large events are scheduled)

12) Outside entrances (stairs to basement & west deck/stairs) cigarette cans emptied, snow removed and ice-melt applied.

13) 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.