

4939 USDA Seeds Bldg Custodial Duties

Daily:

- 1) Clean and prepare restrooms – sweep & mop, fixtures, check soap and paper dispensers prior to 8am
- 2) Dust mop hall ways and offices
- 3) Vacuum entrance mats and office rugs
- 4) Empty trash/recycling in all rooms and take out to USDA dumpsters

Every other day: (or more often if needed)

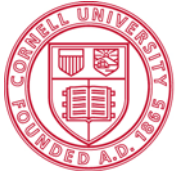
- 1) Wet mop hard surface floors

Weekly: (or more often if needed)

- 1) Dust window sills in building and clean tables.
(Refer to personal items located on bottom of list)
- 2) 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, 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) Other dusting as needed including cobwebs
(Refer to personal items located on bottom of list)
- 6) Microfiber cleaning product care
- 7) Notifying USDA/B&P office all building maintenance needed items
- 8) Floors should be stripped, waxed as needed and buffed
- 9) Carpet Maintenance



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- 10) Special jobs may require cooperation with the other custodians.
 - 11) Outside entrances (entry on west side and stairs going to the south toward 4941, entry on east side and stairs to the south toward 4941) swept, cigarette cans emptied, snow removed and ice-melt applied.
 - 12) 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.