4941 General Services Bldg Custodial Duties

Daily:
1) Clean and prepare restrooms – sweep & mop, fixtures, check soap and paper dispensers prior to 8am
2) Clean drinking fountains
3) Empty trash/recycling in all rooms and take out to dumpsters

Weekly: (or more often if needed)
1) Vacuum entrance mats and office rugs
2) Dust mop main hallway, break room and offices
3) Wet mop main hallway, break room and offices
4) Dust window sills in building and clean tables.
   (Refer to personal items located on bottom of list)
5) 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) Floors should be stripped, waxed as needed and buffed
7) Carpet maintenance
8) Microfiber cleaning product care
9) Notifying B&P office all building maintenance needed items
10) Special jobs may require cooperation with the other custodians.
11) Outside entrances (entries west side and stairs north of bldg, entry and stairs north of bldg, Garage entry east side and west side of shop, entry south side carpenter shop) swept, cigarette cans emptied, snow removed and ice-melt applied.

- 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.