4966A & 4966D Field Research Custodial Duties

Prior to assignment of 4966A staff must receive a health and safety orientation by FRU Manager.

Weekly:

1) Clean and prepare restrooms – sweep & mop, fixtures, check soap and paper dispensers
2) Clean drinking fountains
3) Dust and wet mop break room (4966D), hall ways & offices.
4) Empty trash/recycling in all rooms (non-shop) and take out to dumpsters

Other Things to Be Done:

1) Vacuum in corners, edges and around furniture, don’t let dirt or cobwebs accumulate on floor or along the ceilings.
2) Floors should be stripped and waxed as needed
3) Special jobs may require cooperation with the other custodians.

❖ Health and Safety reporting procedures and action guidelines for Laboratory & Pesticide areas should be followed:
  ➢ Stop working and leave Laboratory/Pesticide area when any of the below are observed/detected:
    ✓ Discovery of unknown substance
    ✓ Detection of unusual odors
    ✓ Feeling of ill symptoms and/or signs while in area
  ➢ Report to your Supervisor who will consult with EH&S. If unable to contact supervisor, contact EH&S directly at 787-2350

❖ 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.