4974 USDA Admin Bldg 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 and office rugs
5) 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.
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
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 frequently
9) Carpet maintenance
10) Special jobs may require cooperation with the other custodians.
11) Outside entrances (front side walk north side, head house walk east side and walk west side) 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.