

4974A USDA Clonal Office 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, labs and offices
- 3) Vacuum entrance mats and office rugs
- 4) Check and stock all paper dispensers (lab, head house, kitchen)
- 5) Empty trash/recycling in all rooms and take out to USDA dumpsters

Every other day: (or more often if needed)

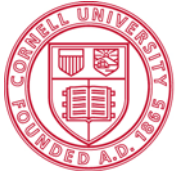
- 1) Wet mop hard surface floors

Weekly: (or more often if needed)

- 1) Dust window sills in building.
(Refer to personal items located on bottom of list)
- 2) Dust bathrooms, stalls, dispensers, vents and walls

Other Things to Be Done:

- 1) Vacuum in corners, edges and around furniture & equipment, don't let dirt or cobwebs accumulate on floor or along the ceilings.
- 2) Clean door knob & plates, and light switches
- 3) Entry window glass should be washed and kept clean.
- 4) Other dusting as needed including cobwebs
(Refer to personal items located on bottom of list)
- 5) Microfiber cleaning product care
- 6) Notifying USDA/B&P office all building maintenance needed items
- 7) Floors should be stripped, waxed as needed and buffed
- 8) Carpet Maintenance



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- 9) Special jobs may require cooperation with the other custodians.
 - 10) Outside entrances (front side entry west side and rear entry east side) swept, cigarette cans emptied, snow removed and ice-melt applied.
 - 11) 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.