

4901 Jordan Hall 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, offices and 1st floor library
- 4) Wet mop hard surface floors
- 5) Vacuum entrance mats and office rugs
- 6) Clean Conference rooms tables and vacuum
- 7) Empty baskets in all rooms and take out to dumpsters
- 8) Sweep stairs landings, 2nd floor to basement
- 9) Calendar – Set up Meetings

Weekly: (or more often if needed)

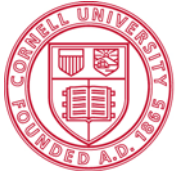
- 1) Dust window sills in building, air purifiers (ground floor only) and clean tables
(Do not move or remove personal items if in the way)
- 2) Dust bathrooms, stalls, dispensers, vents and walls
- 3) Wet mop stairwells
- 4) Sweep or dust mop Fan room and Paper Storage room
- 5) Dust & wet mop 1st floor stacks
- 6) Vacuum second floor library rug and two offices

Monthly: (or more often if needed)

- 1) Dust mop wings off of auditorium
- 2) Sweep fire tower

Other Things to Be Done:

- 1) Sweep cluttered areas where dust mop is unable to do an efficient job due space limitations.



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- 2) Vacuum in corners, edges and around furniture, don't let dirt or cobwebs accumulate on floor or along the ceilings.
 - 3) Third Floor – Staff room, lounge and auditorium should be cleaned after each use and readied for next event. (call for help if needed, when large events are scheduled)
 - 4) Clean door knob & plates, and light switches
 - 5) Entry window glass should be washed and kept clean.
 - 6) Other dusting as needed including cobwebs (refer to personal items located on bottom of list)
 - 7) Vacuum all metal thresholds at the elevator doors
 - 8) Microfiber cleaning product care
 - 9) Notifying B&P office all building maintenance needed items
 - 10) Floors should be stripped, waxed as needed and buffed
 - 11) Carpet maintenance
 - 12) Special jobs may require cooperation with the other custodians.
 - 13) Outside entrances (front side entry to street, back loading dock and ramp carport and side pad) cigarette cans emptied, snow removed and ice-melt applied.
 - 14) Wash with mild detergent – removable ink boards in Staff room and Lounge
 - 15) 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.