

4905 Sturtevant 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, labs and offices
- 4) Vacuum entrance mats
- 5) Empty trash/recycling in all rooms

Twice Weekly:(or more often if needed)

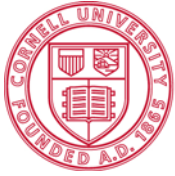
- 1) Sweep stairs landings, 3rd floor to basement
- 2) Vacuum office rugs
- 3) Have trash and recyclables out for pick up on designated days.

Weekly: (or more often if needed)

- 1) Wet mop hard surface floors
- 2) Wet mop stairwell
- 3) Dust window sills in buildings and clean tables (when accessible)
(Refer to personal items located on bottom of list)
- 4) 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



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(Refer to personal items located on bottom of list)

- 6) Microfiber cleaning product care
- 7) Notifying B&P office all building maintenance needed items
- 8) Floors should be stripped, waxed or buffed as needed
- 9) Carpet maintenance
- 10) Vacuum all metal thresholds at the elevator doors
- 11) Special jobs may require cooperation with the other custodians.
- 12) Outside entrances (front side entry to street, back entry) cigarette cans emptied, snow removed and ice-melt applied.
- 13) 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.