

### **4910A Old Range Custodial Duties**

Weekly: (or more often if needed)

- 1) Clean and prepare restrooms – sweep & mop, fixtures, check soap and paper dispensers
- 2) Empty trash and take to dumpster
- 3) Clean drinking fountain
- 4) Dust window sills in buildings (Restrooms only).

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 (Restrooms only).
- 2) Window glass should be washed and kept clean (Restrooms only).
- 3) Floors should be stripped and waxed as needed (Restrooms only).
- 4) Special jobs may require cooperation with the other custodians.

### **4940 Raw Products Custodial Duties**

Daily: (or more often if needed)

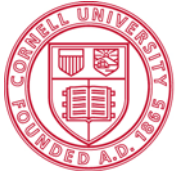
- 1) Clean and prepare restrooms – sweep & mop, fixtures, check soap and paper dispensers
- 2) Empty trash and take to dumpster
- 3) Clean drinking fountain

Weekly: November – April (or more often if needed)

Bi-weekly: May – November (or more often if needed) –Wednesday & Friday

- 1) Check soap and paper dispensers over sink in main room.

Other Things to Be Done:



**Cornell University**  
**College of Agriculture**  
**and Life Sciences**

New York State Agricultural  
Experiment Station

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- 1) Vacuum in corners, edges and around furniture, don't let dirt or cobwebs accumulate on floor or along the ceilings (Restrooms only).
- 2) Dust and wet mop office as requested.
- 3) Floors should be stripped and waxed as needed.
- 4) Special jobs may require cooperation with the other custodians.

\*\*Due to this being a food processing facility - Make extra rolls of paper towels and soap available at both sinks.

### **4955 Campus Warehouse Custodial Duties**

Weekly: (or more often if needed)

- 1) Clean and prepare restrooms – sweep & mop, fixtures, check soap and paper dispensers
- 2) Empty trash and take to dumpster

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 (Restrooms only).
- 2) Dust and wet mop office.
- 3) Floors should be stripped and waxed as needed.
- 4) Special jobs may require cooperation with the other custodians.

- ❖ 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.