

## **4955 Surge Custodial Duties**

### Daily:

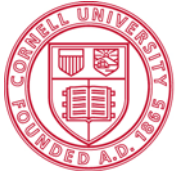
- 1) Clean and prepare restrooms – sweep & mop, fixtures, check soap and paper dispensers
- 2) Clean drinking fountains (water dispensers are not included, vendor owned/responsible)
- 3) Dust mop hall ways, labs and offices
- 4) Empty trash/recycling in all rooms and take out to dumpsters
- 5) Wet mop/floor machine hard surface floors
- 6) Vacuum entry rugs

### Weekly: (or more often if needed)

- 1) Dust window sills in building and clean tables.  
(Refer to personal items located on bottom of list)
- 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  
(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) Special jobs may require cooperation with the other custodians.
- 9) Floors should be stripped, waxed as needed and buffed
- 10) Carpet Maintenance



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- 11) Outside entrances (front and rear entries) 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.

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