

**Highland Center – HN/PH
Position 2
6:00 AM – 2:30 PM, Monday - Friday**

Area	Duty	Frequency
All HN entries: 140 151 152	Unlock exterior doors (be sure to activate electronic doors)	Daily
HN restrooms 155 156 217 218	Restroom procedures	Daily
HN equipment area 188 189	Sweep and trash, wet mop.	1x week
HN drinking fountains – 1 st and 2 nd floor	Clean	Daily
HN hallways 150 153 240 242	Trash, run sweeper, autoscrub edge Clean windows, including old racquetball courts and windows overlooking Schellberg gymnasium	Daily
HN janitor closets 183 216 1104	Clean and keep stocked.	As needed
HN 2 nd floor faculty offices 202 203 204 205 206 207 208 209 210 211	Trash* Vacuum * - Trash whenever trash cans are placed outside office.	1x week 1x 2 weeks
HN 1 st floor faculty offices 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182	Trash* Vacuum * - Trash whenever trash cans are placed outside office.	1x week 1x 2 weeks
HN Parks & Rec office complex 213	Trash Vacuum	Daily 3x week
HN Parks and Rec staff offices 212 214 215	Trash Vacuum	1x week 1x 2 weeks
HN team locker rooms (5) 190 190A 190B 190C 191 192 193 194	Restroom procedures Shower room procedures	Daily Daily
PH racquetball courts 120 121 122 123	Sweep, autoscrub	Daily
HN north stairwell, entry 140	Sweep, wet mop, dust window ledges, clean glass	Daily
HN dance studio 225	Dust mop, clean mirrors Autoscrub	Daily As needed

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HN hall by locker rooms 151	Trash, run sweeper Clean chalk boards	Daily As needed
HN elevator	Clean, sweep, wet mop, spot clean walls Vacuum track on all floors	Daily As needed
HC upper level commons (carpeted) area 2002	Clean railings, arrange furniture, vacuum, empty trash containers	Daily
HC classroom 2010	Classroom procedures	Daily
Entry areas outdoors 140 151 152	Clean glass Sweep, clean up cigarette butts, empty and clean ashtrays, remove snow and leaves	Daily As needed
	Clean equipment after use. Report needed repairs.	
	Other duties as assigned.	

Important notes:

Employee may be required to carry a communications device such as 2-way radio, cell phone, or pager.

Employees are responsible for replacing light bulbs in their area where ceilings are of average height – approximately 8 feet or lower.

All responsibilities outlined on this area description must consistently meet department standards.

Location of equipment closet: 1st and 2nd floor Highland North, HC 1104

NOTICE

Due to extensive remodeling/construction of this facility, this is a tentative area description subject to change based on facility usage.

Clean Up Kit	MSDS	Bio-hazard Bucket
HN 1 st floor janitor closet	HN 1 st floor janitor closet	Otto SW side by storage area