

**Armstrong Hall
Second Floor
10:30 PM – 7:00 AM, Monday - Friday**

| Area | Duty | Frequency |
|--|---|-------------------------------|
| AH 2 nd floor public restrooms: 236 237 | Restroom procedures | Daily |
| AH 2 nd floor drinking fountains | Clean, sanitize | Daily |
| AH classrooms: 202 205* 208 209* 210 211 213 214 215 216* 217 219 220* 221 222 223 223A 225 231 232* 233 234 | Classroom procedures * = carpeted classrooms | Daily |
| AH computer labs 203 204 | Classroom procedures | Daily |
| AH TA offices 206 206A | Trash Vacuum | 2x week As needed |
| AH copy shoppe 241 | Trash, dust mop, spot mop | Daily |
| AH offices, office space: 226 227 228 (mail) 230 230A 230B | Trash Vacuum, dust mop, wet mop Clean doors and windows, dust | Daily 3x week As needed |
| AH staff offices 226A 226B 226D 226E 245B 245C | Trash Vacuum, dust mop, wet mop | 1x week 1x 2 weeks |
| AH storage areas 210A 245A 226K 244 | | |
| AH conference room 226C | | |
| AH copy room 226J | | |
| AH 2 nd floor carrel offices | Empty and replace trash cans placed in hall | Daily |
| AH 2 nd floor janitor closet | Clean and stock | As needed |
| AH 2 nd floor hallway trash receptacles | Empty | 1x week |
| Outdoors | Sweep entries, pick up cigarette butts, clean ashtrays, remove snow | As needed |
| | Clean equipment after use. Report needed repairs. | |
| | Other duties as assigned. | |

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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.

Classroom procedures include trash removal, chalkboard cleaning, dust mopping, spot mopping or vacuuming, and straightening of furniture daily. Clean desk tops as needed.

Location of equipment closet: 2nd floor janitor closet

| Clean Up Kit | MSDS | Bio-hazard Bucket |
|-----------------------|-----------------------|---|
| Basement janitor room | Basement janitor room | 1 st floor janitor room by elev. |