

**Armstrong Hall**  
**Position #4 – Halls and Entries**  
**Time 10:30 PM – 7:00 AM, Monday - Friday**

Area	Duty	Frequency
AH Entries: 100A      100B 104        116 120	Lock, unlock exterior doors Clean glass Outdoors, sweep, pick up cigarette butts, clean ashtrays and remove snow and ice	Daily Daily As needed
AH Basement halls: 60        61 62	Dust mop, auto scrub, hand mop edges Vacuum hallway/entrance matting (seasonal)	Daily Daily
AH 1 <sup>st</sup> floor halls (100)	Dust mop, auto scrub, hand mop edges Vacuum hallway/entrance matting (seasonal)	Daily Daily
AH 2 <sup>nd</sup> floor halls (200)	Dust mop, auto scrub, hand mop edges Vacuum hallway/entrance matting (seasonal)	Daily Daily
AH 3 <sup>rd</sup> floor halls (300)	Dust mop, auto scrub, hand mop edges Vacuum hallway/entrance matting (seasonal)	Daily Daily
AH stairwells: 104        109 116        120	Sweep, spot mop Damp mop	Daily As needed
AH elevator	Clean, sweep, wet mop, spot clean walls Vacuum track on all floors	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:

Clean Up Kit	MSDS	Bio-hazard Bucket
AH 119A	AH 52	AH 119A