

CSU
Position # 3
Time 6 AM – 2:30 PM, Monday - Friday

Area	Duty	Frequency
50 (Billiard Room)	Vacuum, trash	Daily
12	Vacuum, trash	3x/week
ERC 14 14A 14B	Dust mop, trash Vacuum	Daily 2x/week
Credit Union – 13, 13A	Vacuum, trash	3x/week
19B	Dustmop, remove cardboard	As needed
20, 20A (Computer Store)	Vacuum, trash	3x/week
Stu. Org. Office Complex 169 170 171 172 173 176 177 178 179 180 181 182 183 184 185* 186 187 189 188 (hallway)	Vacuum *185 – vacuum 1x/week	3x/week
Stairwells: A B C G H	Sweep, wet mop	As needed
Vestibules: 161 163 175	Sweep, wet mop, clean entry areas	Daily
190 (Storage)	Clean	As needed
150 (Auditorium)	Vacuum carpeted areas, sweep, dust mop, pull trash Wet mop	Daily As needed
144 (Bookstore)	Change light bulbs	As needed
Exterior	Snow removal	As needed
	Clean equipment after use. Report needed repairs.	
	Other duties as assigned.	

Important notes:

Areas of responsibility and cleaning frequencies are subject to change depending on building usage and needs.

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: **NEED THIS INFO**

Clean Up Kit	MSDS	Bio-hazard Bucket
Need this info		