

CSU
Position # 4
Time 3 PM – 11:30 PM, Sunday - Thursday

Area	Duty	Frequency
Restrooms 107 120 122 197 199	Restroom procedures	Daily
Vestibules 106 110	Sweep, wet mop, clean entry glass	Daily
Carpeted dining areas by 108 109 111	Wipe tables, trash, vacuum, spot clean carpet NOTE: Position 7 will assist as needed.	Daily
Hard surface dining areas 26 33 112	Wipe tables, trash, clean under tables to assist floor person	Daily
Greek Lounge off 2000N	Trash, vacuum carpet Dust and vacuum furniture	Daily As needed
Carpeted lobby off 2000E	Trash, vacuum carpet Dust and vacuum furniture	Daily As needed
Trash receptacles Bsmt 1 st 2 nd	Empty all trash receptacles in public areas Clean	Daily
Entire bldg	Police all floors on Sundays	1x/week
Restrooms: 1 2 21A 21B 230 231	Restroom procedures	Sundays

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		