

**Morris Hall
Night Position 2
Time 10:30 PM – 7:00 AM, Monday - Friday**

Area	Duty	Frequency
MH Dental classroom 21	Trash, dust/spot mop, clean chalkboard, clean counters and sinks Clean tables and tablet arm chairs	Daily As needed
MH Dental operatory 15	Trash, dust/wet mop, clean counters and sinks Sanitize floor (hospital standards)	Daily Daily
MH Dental lab 23	Trash dust/wet mop	Daily
MH Dental locker rooms 13 18	Locker room procedures	Daily
MH Dental recept. 3 3A	Trash, dust mop, wet mop	Daily
MH Dental staff offices 3B 5 6 8	Trash, dust mop, wet mop	1x 2 weeks
MH Dental dark room 10	Dust mop, wet mop, trash	Daily
MH waiting area 1	Dust mop, wet mop* * Daily when school is in session, as needed when not	Daily
MH Dental storage 7 15A 20 20A	Dust mop, wet mop, trash	As needed
MH Dental X-ray 9 11 12	Dust mop, wet mop, trash	Daily
Janitor closet 17	Clean, keep stocked	As needed
MH Dental restrooms 2A 2B 14 18	Restroom procedures	Daily
MH classrooms 101 112 112A 209 211	Trash, clean whiteboard and SmartBoard, vacuum	Daily
MH classroom 206	Trash, dust/spot mop, clean chalkboards	Daily
MH hall and commons trash receptacles 1 st and 2 nd floors	Built-in receptacles - trash, wipe surfaces clean Free-standing receptacles – trash Wipe surfaces clean	Daily Daily As needed
MH hall and commons drinking fountains 1 st and 2 nd floors	Clean and sanitize	Daily
MH restrooms 104A 104B 117B 117C 220B 220C 224A 224C	Restroom procedures	Daily
MH janitor closet 104C	Clean and stock	
	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 12 feet or lower. Request a ladder from your supervisor.

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