

**Memorial Library**  
**Position 4**  
**10:30 PM - 7:00 AM - Mon. - Fri.**

<b>Area</b>	<b>Duty</b>	<b>Frequency</b>
Children's House	Empty trash and vacuum	Daily
1 <sup>st</sup> floor	Vacuum main areas Vacuum, secondary areas- exclude copy room Note: retriever is used to vacuum large area of carpet	Daily 2x/week
Counter & work areas	Trash, vacuum, dust	Daily
1 <sup>st</sup> floor study areas	Straighten tables and chairs Clean table tops	Daily As needed
1027 and 1034	Trash Vacuum Dust	Daily 2x/week As needed
Drinking fountains	Clean	Daily
South entry and lobby	Empty and vacuum matting, Dust/wet mop or autoscrub entry Clean windows	Daily As needed
Lights	Replace and clean fixture as needed/ turn in for repairs	Daily
All floors	Work with position 5 to maintain carpet	Daily
Trash/cardboard	Haul to dumpster/recycle loading dock area	Daily
1 <sup>st</sup> floor Janitor closet	Clean and stock	Daily
Outdoors	Sweep, pick up cigarette butts, clean/empty ashtrays and remove snow.	Daily
Southeast emergency stairwell	Sweep/ mop	As needed
Equipment	Clean and Maintain/ turn in repairs needed	Daily
	Other duties as assigned. Employee may be required to carry a communications device	

**Restroom procedures:**

- Sweep, empty trash and sanitary boxes.
- Disinfect stools, urinals and sinks.
- Wash walls daily.
- Dust and disinfect horizontal surfaces.
- Clean mirrors.
- Fill paper products, sanitary products and soap dispenser.
- Mop floor with disinfectant.
- Replace lights and clean fixtures as needed.
- Empty pencil sharpeners as needed.

Location of equipment closet: 1st floor janitor closet. Retriever is in basement janitor closet. Supplies in basement.