

**NELSON HALL  
POSITION 1  
6:00 A.M. - 2:30 P.M., Tues. - Sat.**

<b>Area</b>	<b>Duty</b>	<b>Frequency</b>
Children's House (WC)	Clean between 6:00 and 7:30am Hard floors – dust mop and wet mop	Daily
Stack - classrooms	Trash, dust and spot mop, clean chalkboards	Daily
All restrooms - Stacks	Restroom procedures	Daily
Drinking fountains	Clean	Daily
Main offices - Stacks	Trash vacuum	Daily M-W-F
Profs' offices	Trash vacuum or dust/spot mop	<i>1 x week</i> 1x/2wks
Stack - hallways	Dust, wet mop, trash autoscrub	Daily 2x/wk
Stack - stairwells	Dust, spot mop wet mop	Daily 2x/wk
Entries	Clean windows, snow removal, dust horizontal ledges, cigarette butts	As needed
Trash/Cardboard	Take to dumpster/ Recycle roll off	Daily
East Wing Restrooms	Restroom procedures	Daily
Conklin Hallway	Cleanwindow's	As needed
Lights	Replace as needed- turn in needed repairs	Daily
Equipment	Clean and maintain/ turn in repairs needed	Daily
Outdoors	Sweep, pick up cigarette butts, clean ashtrays, and snow removal	As needed
	Other duties as assigned. Employee may be required to carry a radio.	

Classroom procedures include trash removal. Chalkboard/whiteboard cleaning, dust mop, wet mop., or vacuum and straightening chairs and desks or tables daily. Clean desk tops as needed.

Location of equipment closet: Below ground janitor closet - stacks  
2<sup>nd</sup> floor janitor closet