

Nelson Hall  
Night Position  
10:30 PM - 7:00 am, Mon. - Fri.

Area	Duty	Frequency
East wing 101, 102, 103	Trash, clean sink, sweep Fill towel dispenser	Daily As needed
East Wing 104 & 105 complex includes 106	Trash, clean sink, sweep Fill towel dispensers	Daily As needed
Conkling restrooms	Restroom procedures	Daily
Conkling gallery	Trash, vacuum	Daily
Mud room	Trash, HEPA vac, autoscrub, fill towel dispensers, clean sinks	Daily
Sculpture room	Trash, HEPA vac, autoscrub, fill towel dispenser, clean sink	Daily
Faculty offices – Conkling hallway	Trash Empty trash receptacles set out in hallway Vacuum, dust, wet mop	1 x week As needed 1 x every 2 weeks
Main halls Conkling - Nelson	Trash, dust mop, sweep, autoscrub Dust ledges/ clean windows	Daily As needed
East wing halls	Trash, dust mop sweep, autoscrub Dust ledges	Daily As needed
Lobby	Trash, dust mop, sweep, autoscrub Dust ledges	Daily As needed
Conkling hallway	Trash, dust mop, sweep, autoscrub Dust ledges	Daily As needed
Entries	Windows, clean entrance mats, sweep, wet mop, cigarette butt removal, snow removal	Daily As needed
NH and Conkling entrances	Locks and unlocks, activate handicap doors	Daily
Janitor closets	Keep clean and restocked	Daily
Lights	Replace as needed/ turn in needed repairs	Daily
Equipment	Clean and maintain/ turn in needed repairs	Daily
Trash/cardboard	Take to dumpster/ recycle roll off	Daily
Outdoors	Sweep, pick up cigarette butts, clean ashtrays and remove snow.	As needed
	Other duties as assigned. Employee may be required to carry a communications device.	

Location of equipment closet: NH 152 janitor closet in Conkling  
WH 1<sup>st</sup> floor janitor closet for WH restrooms