

**Performing Arts  
Position 2  
6:00 AM – 2:30 PM, Monday - Friday**

<b>Area</b>	<b>Duty</b>	<b>Frequency</b>
PA –all exterior doors including Andreas	Unlock, activate electronic doors	Daily
PA restrooms – 204 207 301 303	Restroom procedures	Daily
PA/Andreas halls and lobbies – AT01 180 197N 198W 196E 195S 107 200 273N 274E 275S 300	Trash, dust mop, autoscrub, spot clean walls	Daily
PA stairwells – 276 247 190	Dust and spot mop, spot clean walls Wet mop Dust horizontal surfaces	Daily 2x week As needed
PA 248 cashier’s office	Clean	On request
PA 246 theatre Includes stairs outside theatre (247) and entries	Trash, dust, spot mop, sweep, vacuum	Daily
PA 250 recital hall	Trash, dust, spot mop, sweep, vacuum	Daily
PA [what type of space?] 304 304A[?] 305	Trash Vacuum	1x week 1x 2 weeks
Andreas restrooms 121 124	Restroom procedures	Daily
Andreas conference room 128	Vacuum, arrange furniture	Daily
Andreas lounge “Green Room” AT02	Dust mop, wet mop, arrange furniture	Daily
Andreas Black Box Theatre 242	Dust mop	Daily
Andreas offices 117 118 119 120	Trash Vacuum	1x week 1x 2 weeks
Andreas concession stand 238	Clean	On request
Andreas stairwells 193 194 199	Dust mop, spot mop Wet mop Stair [which one?] – clean as needed only	Daily (#1) As needed
Andreas lobby/entry area 270 271 272	Dust mop, autoscrub, spot clean walls	Daily
Andreas design lab 240	Trash, dust mop, spot mop, clean sink and counter Wet mop	Daily As needed
Andreas dock and stairs 241	Clean, remove snow, litter, and debris	As needed
Andreas windows	Clean	As needed
Andreas dressing rooms 122 123	Dust mop, wet mop, restroom/shower room procedures	Daily
Andreas dance room 126	Disinfect dance floor	Daily
PA and Andreas janitor	Clean and stock	As needed

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rooms 112 125 205 205A 245 302		
Andreas elevator PA 2	Clean	Daily
Andreas entries	Trash from 3 <sup>rd</sup> floor to basement	Daily
	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 8 feet or lower.

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

Location of equipment closet: [ ]

Clean Up Kit	MSDS	Bio-hazard Bucket
PA jan'l closet by loading dock	PA first floor break room	AH 1 <sup>st</sup> floor janitor room by elevator