

**GMW Lead
Tuesday - Saturday
7:30 AM to 4:00 PM**

Area	Duty	Frequency
AF entries 101 102	Vacuum, clean glass, dust horizontal surfaces Remove snow, litter, cigarette butts near entry	Daily As needed
AF hallways and stairs 103 103A 103B 201	Vacuum, trash	Daily
AF restrooms 108 109 202 203	Restroom procedures	Daily
AF Elevator	Vacuum, clean tracks, wipe down walls	As needed
AF janitor closet 107	Clean and stock	As needed
AF Office Complexes 115 116 121 126 205 211 217 224 225 232 233	Trash Vacuum	Daily 3x week
AF 1 st floor staff offices 111 115A 115B 115C 117 118 119 120 120A 120B 122 123 124 127 128 129 130	Trash Vacuum *In addition to weekly trash, pull trash when container is set out.	1x week* 1x 2 weeks
AF telephone room 125	Vacuum, trash	2x week
AF 2 nd floor staff offices 206 207 208 209 210 219 220 221 222 229 230 234 235	Trash Vacuum *In addition to weekly trash, pull trash when container is set out.	1x week* 1x 2 weeks
AF conference room 238	Trash, vacuum, dust counters and shelves, wipe table	1x week
AF storage area 218	Clean	When asked
AF kitchenette area 228	Trash Vacuum	Daily 1x week
AF VP Offices 226 227 236	Trash, vacuum	2x week
AF student worker area 231	Vacuum Trash	1x week 2x week
AF KMSU Studio 213 214 215 216		
AF, ASA	Order supplies	Monthly
ASA Locker Room Complexes 101 102 103 104 108 109 110 112	Locker room, shower, and restroom procedures *Daily during hockey season, T-R-S during off season	Daily*
ASA hallways, vestibules 105 111 201 217	Sweep, spot mop, damp mop floors, trash *Daily during hockey season, as needed during off season	Daily*
ASA First Aid Room 107	Sweep, wet mop, trash, clean sink	Daily
ASA stairwells 113 202	Sweep, spot mop, damp mop *T-R-S during hockey season, as needed during off season	T-R-S*
ASA elevator	Clean tracks, all floors, sweep, spot mop, damp mop	As needed
ASA offices 205 208 209 211 213	Vacuum and trash *2x week during hockey season, as needed during off season	2x week*

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ASA conference room, kitchenette 203	Vacuum, trash, clean sink and counter *Daily during hockey season, T-R during off season	Daily*
ASA 2 nd floor RR's and shower rooms 204 206 207 212 215	Restroom and shower room procedures *Daily during hockey season, T-R-S during off season	Daily*
ASA weight room 216	Vacuum, wet mop *Daily during hockey season, T-R-S during off season	Daily*
ASA janitorial closet 214	Clean, stock	As needed
HC Pool 1700	Pool procedures	Fri., Sat.
Wissink faculty offices 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 261 262 263 264 265 266 267 268 269 270 271 272 316 317 318 319 320 321 322 323 324 326 327 328 329 330 331 332 333 334 335 336 337 339 340 341 342 343 344 345 346 347 353 354 355 356	Trash Vacuum	1 x week 1 x 2 weeks
Morris Hall carrel offices: 104 121 123 124 126 127 128 129 130 131 132 133 134 135 145 146 147 148 203 204 204A 204B 204C 204D 205 207A 207B 207C 212A 212B 215S 217S 220 220A 221B 221C 221D 221E 221F 221G 221H 221J 221K 221L 221M 221N 222B 222C 222D 222E 222F 222G 222H 222J 222K 222L 222M	Trash Vacuum	1 x week 1 x 2 weeks

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Supervise student employees	Direct them in work to be done. Verify time cards.	Daily
Campus-wide	Special events – set ups, tear downs, extra cleaning	Saturday
	Other duties as assigned. Employee is required to carry a communications device	
	Note: Position may require starting work anywhere from 6:00 AM to 9:30 AM when special events occur	