

**Taylor Center
Position 1
6 AM – 2:30 PM, Monday - Friday**

Area	Duty	Frequency
TC Admissions 122 Reception 124 Conference Room 148 Credit Eval 149 Work Room 154 Word Processing	Trash Vacuum	Daily 3x week
TC Admissions staff offices 125 127 128 129 130 131 132 133 134 135 146 151 152 153	Trash* Vacuum * - Trash any time basket is left out for emptying	1x week 1x 2 weeks
TC Admissions complex hallway 126	Vacuum Edge clean	Daily As needed
TC Concession Stands 142 166	Clean	As needed
TC 110 Kitchen	Clean	As needed
TC 112 Storage	Clean	As needed
TC 113 Box Office	Clean	As needed
TC 113A Security Vest.	Clean	As needed
TC 116 Storage	Clean	As needed
TC 163 Corridor	Clean	As needed
TC 164 Prep Area	Clean	As needed
TC 186 Recycling Room	Clean	As needed
TC 178 Loading Dock	Clean	As needed
TC 179 Corridor	Dust mop, spot mop Wet mop	Daily As needed
TC 187 Hallway	Clean	As needed
TC Janitor Closets 139 162 173	Clean and keep stocked	As needed
TC Elevator	Clean	Daily
TC Restrooms 111 115 117 138 143 161 167	Restroom procedures	Daily
TC 114 Johnson Alumni Room	Check Clean	Daily As needed
TC Stairwells A-D	Sweep, spot mop Wet mop	Daily As needed
TC Entries 100 102 Along concourse 105 Near Admissions	100, 102, and Admissions only All entries: clean glass, sweep, clean up cigarette butts, empty and clean ashtrays, remove snow and leaves.	Unlock daily As needed
TC 175 Sports Info	Trash, vacuum, dust, clean windows	Daily

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TC Sports Info staff offices 171 174 176 177	Trash* Vacuum * - Trash any time basket is left out for emptying	1x week 1x 2 weeks
TC Team Store 169	Clean (room is not now heavily used – but will be in the near future)	As needed
Blakeslee Field restrooms	Restroom procedures	Daily in season
Blakeslee Field press box	Clean	Daily in season
	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: TC 139, 162, 173. Supplies: TC 075

Clean Up Kit	MSDS	Bio-hazard Bucket
TC 1 st floor janitor closet 173	TC 1 st floor janitor closet 173	TC 1 st floor janitor closet 173