

**Taylor Center  
Position 3  
6:00 AM – 2:30 PM, Monday - Friday**

Area	Duty	Frequency
TC Locker room complexes 042 M faculty 041 W faculty 003 W basket ball 008 M visiting team 012 W volleyball 017 M wrestling 022 W visiting team 027 M basketball	Restroom procedures Locker room procedures Shower room procedures	Daily Daily Daily
TC Training Room 002	Trash, dust mop, wet mop, vacuum, clean glass	Daily
TC Storage Complex 031 A through F	Clean	On request
TC Wrestling mat, event equip storage room 062	Clean	As needed
TC lower level drinking fountains	Clean	Daily
TC janitorial closets 007 026	Clean and stock	
TC Coach's offices 50 51 52 53 54 55 56 57 58 65A	Trash Vacuum	1x week 1x 2 weeks
TC Wrestling Room 065	Sanitize mat during season, record on log Sweep, dust mop, spot mop floor	Daily As needed
TC restrooms 067 068	Restroom procedures	Daily
TC Weight Room 069	Vacuum, wet mop, clean mirrors and glass	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: TC 173, 033 (scrubber), 139, 182. Supplies are in TC 007.

This area description is subject to change depending on building usage.

**NOTICE** Due to assignment of shell space this facility, this is a tentative area description and is subject to change.

Clean Up Kit	MSDS	Bio-hazard Bucket
TC 173 (by elevator)	TC 173 (by elevator)	TC 173 (by elevator)