

**Trafton
Position 3
6 AM – 2:30 PM, Monday - Friday**

Area	Duty	Frequency
Restrooms TR N N122M N123W S222M S223W	Restroom procedures	Daily
TR N Center stairwells N106 N107	Sweep, spot mop	Dialy
TR N Center entries 2NSEV 2NSWV	Sweep, dust mop, spot mop Clean windows	Daily As needed
TR N 1 st and 2 nd floor hallways	Clean drinking fountains, trash corner barrels (4 fountains) Dust ledges, clean windows	Daily As needed
TR C 1 st floor Class/Labs C100 C102 C106 C110A C115A C115B C115D C116	Trash, clean chalk boards, dust mop, spot mop	Daily
TR C104 (storage)	Trash, dust mop, spot mop	As needed
TR C114 (EET Comp)	Trash, clean chalk boards, vacuum	Daily
TR C118 (Copy Shop)	Trash, dust mop, spot mop	Daily
TR C 1 st fl. Class/Labs C120 C121 C121C C121D C121V	Trash, clean chalk boards, dust mop, spot mop	Daily
Conference Room C126	Trash, clean chalk boards, vacuum	Daily
TR C 1 st office complex C125-C127	Trash Vacuum	Daily 3x/week
TR N 1 st floor Class/Labs N159 N160 N162 N164 N166 N170 N172 N174A N174B N174C N174D N174E N182 N184 N186 N192 N193 N194 N195 N195A	Trash, clean chalk boards, dust mop, spot mop	Daily
TR N131 main office	Trash Vacuum	Daily 3x week
TR N138(9)-N142(3) main office	Trash Vacuum	Daily 3x week
TR N 1 st floor fac offices N130 N132 N133 N134 N135 N136 N137 N144 N145 N146 N148 N149 N150 N151 N152 N153 N154 N155 N156 N157 N158 N199	Trash Vacuum	1x week 1x e/o week
Storage N180	Trash, dust mop, spot mop	As needed
TR C311 (classroom)	Classroom procedures	Daily
	Clean equipment after use. Report needed repairs.	
	Other duties as assigned.	

**Trafton
Position 3
6 AM – 2:30 PM, Monday - Friday**

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
1 st floor Center – Clock Room 3 rd floor Center – Mech. Room	1 st floor N Janitor Room 3 rd floor Center – Mech. Room	Notify Supervisor for bio-hazard pick ups