

**WA/MH Night Position
Monday - Friday
10:30 PM – 7:00 AM**

Area	Duty	Frequency
WA main stairwell 145	Dust ledges, wet mop Sweep, spot mop Clean railings	2x week Daily As needed
WA halls, concourse 1000S 100 200 201 202 (bridge)	Dust ledges, spot clean walls Vacuum, scrub and spot mop, trash	2x week Daily
WA elevator WA1	Vacuum tracks on all floors, clean walls, floors and light fixtures	As needed
WA entries 104 105 147	Lock and unlock, activate electronic doors Clean windows	Daily As needed
WA computer area 100A	Trash, vacuum	Daily
WA janitor closet 207	Clean and stock	As needed
MH entries 152V 155V N exit to AH 201 (link to AH)	Lock and unlock, activate electronic doors Clean windows	Daily As needed
MH elevator MH 1	Vacuum tracks on all floors, clean walls, floors and light fixtures	As needed
MH stairwells 153 156 (fire) 157 158	Dust ledges, wet mop Sweep, spot mop Clean railings	2x week Daily As needed
MH jan'l closets 207 220D	Clean and stock	As needed
MH hallways 022 154 1 st floor N/S hall 202 2 nd floor N/S hall 2 nd floor carrel halls	Perelli – Dust horizontal surfaces, wet mop Sweep, spot mop, spot clean walls Terrazzo – Dust horizontal surfaces, dust mop, scrub, spot mop Empty trash containers placed in carrel hallways Vacuum carpeted study areas, pull trash, wipe tables	2x week Daily Daily Daily Daily
MH classrooms 208 210 212	Classroom procedures	Daily
MH Outdoor entry areas	Sweep, pick up cigarette butts, clean ashtrays and remove snow	As needed
Trash/cardboard	Haul to appropriate dumpster/rolloff	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 10 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