

**Wigley Administration Building  
Position 1  
6:00 AM – 2:30 PM, Monday - Friday**

Area	Duty	Frequency
WA 1 <sup>st</sup> floor office complexes 109 120 132	Vacuum Trash	3x week Daily
WA 1 <sup>st</sup> floor private offices 110 111 114 115 116 117 118 119 123A 123A 123B 123C 123D 124 131 133 135 136 137 138 142 143	Trash* Vacuum * - Trash any time basket is left out for emptying	1x week 1x 2 weeks
Cashier's office 128	Trash Vacuum	
Conference Room 130	Trash Vacuum	Daily 3x week
Storage 123A	Clean	As needed
Fire escape stairwells 144 146	Sweep, damp mop	As needed
Jan'l and Mail Room 106 107	Sweep, mop	As needed
1 <sup>st</sup> floor restrooms 150 151	Restroom procedures	Daily
WA 200 carpeted space	Wipe tables, trash, vacuum	Daily
WA Career Development main office 209	Vacuum Trash	3x week Daily
WA Career Development staff offices 211 212 213 214 215 216 217 218 231 232 233	Trash* Vacuum * - Trash any time basket is left out for emptying	1x week 1x 2 weeks
Student Affairs main office 229	Vacuum Trash	3x week Daily
Student Affairs staff offices 219 220 221 222 225 226 227 229 230 232 233	Trash* Vacuum * - Trash any time basket is left out for emptying	1x week 1x 2 weeks
Business Affairs main office 238	Trash Vacuum	Daily 3x week
WA Business Affairs staff offices 238A 238B 238C 238D 238E 238F 236 cubicle area	Trash* Vacuum * - Trash any time basket is left out for emptying	1x week 1x 2 weeks
WA 2 <sup>nd</sup> floor restrooms 250 251	Restroom procedures	Daily
2 <sup>nd</sup> floor janitor closet 207	Clean	As needed
WA "bridge" 202	Clean windows	As needed
Conference Room 239	Trash, vacuum	Daily
WA President's Office complex 309 309A	Vacuum Trash	3x week Daily
WA President's office 310	Trash Vacuum	Daily 1x week

**Wigley Administration Building  
Position 1  
6:00 AM – 2:30 PM, Monday - Friday**

WA President's office inner office 313	Trash* Vacuum * - Trash any time basket is left out for emptying	1x week 1x 2 weeks
WA President's office washroom 312	Restroom procedures	2x week
WA Academic Affairs office complex 315	Vacuum Trash	3x week Daily
WA Academic Affairs and Institutional Research staff offices 316    317    318 319    320    321 322	Trash* Vacuum * - Trash any time basket is left out for emptying	1x week 1x 2 weeks
WA Institutional Research office complex 323	Vacuum Trash	3x week Daily
WA 3 <sup>rd</sup> Floor Hallways 304S    304N 304W	Vacuum	Daily
WA 324 Copy Shop	Trash Sweep, dust mop	Daily As needed
WA HR office complex 334    336	Vacuum Trash	3x week Daily
WA HR staff offices 337    338    339 340    341    342 343    344	Trash* Vacuum * - Trash any time basket is left out for emptying	1x week 1x 2 weeks
HR file room 335	Vacuum Trash	3x week 1x week
WA 325 (divided between storage and temp office)	Vacuum Trash	3x week Daily
WA staff offices 326    327 328	Trash* Vacuum * - Trash any time basket is left out for emptying	1x week 1x 2 weeks
WA lobby 304E kitchenette 302	Vacuum or run retriever Clean sink	Daily As needed
WA conference rooms 303    306	Vacuum, trash, dust	As needed
WA 3 <sup>rd</sup> floor restrooms 350    351	Restroom procedures	Daily
WA drinking fountains	Sanitize	Daily
WA entries	Clean glass, sweep, clean up cigarette butts, empty and clean ashtrays, remove snow and leaves Police, spot clean glass after 10:30 AM	As needed Daily
WA janitor rooms 301    301A "bridge"	Clean and stock	As needed
	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
Janitor closet – WA/MH bridge	Janitor closet – WA/MH bridge	Janitor closet – WA/MH bridge