Armstrong Hall
First Floor, Basement
10:30 PM – 7:00 AM, Monday - Friday

Area	Duty	Frequency
AH restrooms: 55 56 118F 125 126	Restroom procedures	Daily
AH 1st floor and basement drinking fountains	Clean and disinfect	Daily
AH 1st floor classrooms: 101 102 105 108 123	Classroom procedures	Daily
AH 101A (mail room)	Sweep / mop	1x week
AH basement classrooms: 1 3* 4 5 11 13 15 29 39 40 40A 50	Classroom procedures * AH 03 is a class/lab	Daily
AH TA offices 06 10 11B 11C 12 27 28 46	Trash and dust/wet mop Vacuum carpeted rooms	Daily 3x week
AH lab spaces 27 45 41 43	Trash and vacuum	As needed
AH lounge near 11	Clean table, trash	Daily
AH trash receptacle by 7	Trash	Daily
AH Weather Lab 14	Trash Vacuum	Daily 3x week
AH main offices 23 23A 23B 23C	Trash Vacuum	Daily As needed
AH editing room: 21	Trash Dust mop / wet mop	Daily As needed
AH staff offices 26 28	Trash Vacuum	1x week 1x 2 weeks
AH basement hallways	Trash	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.

Classroom procedures include trash removal, chalkboard cleaning, dust mopping, spot mopping or vacuuming, and straightening of furniture daily. Clean desk tops as needed.

Location of equipment closet: 1st floor janitor closet and basement janitor closet

Clean Up Kit	MSDS	Bio-hazard Bucket
Basement janitor room	Basement janitor room	1st floor janitor room by elev.