

**Armstrong Hall
Third Floor
10:30 PM – 7:00 AM, Monday - Friday**

Area	Duty	Frequency
AH 3 rd floor restrooms 336 337	Restroom procedures	Daily
AH 3 rd floor drinking fountains	Clean and sanitize	Daily
AH classrooms: 302 303 304 305 306 308 309 310* 311 314 315 316 317 319 320 321 322 323 325 326* 330* 331 332* 333* 334	Classroom procedures * = locked room	Daily
AH main office spaces 313 313A 318S 328 331A	Trash Vacuum	Daily 3x week
AH 3 rd floor carrel hallways	Empty and replace trash receptacles placed outside offices	Daily
AH staff offices 312G 312H 312J 313A 318A 318B 318D 318E 318F 318G 318H 318R	Trash Vacuum	1x week 1x 2 weeks
AH storage space 241 339		
AH 3 rd floor janitor room	Clean and stock	As needed
AH 3 rd floor wall trash receptacles	Empty	Daily
	Haul trash to trash receptacle	
Outdoors	Sweep entries, pick up cigarette butts, clean ashtrays, remove snow	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 8 feet or lower.

All responsibilities outlined on this area description must consistently meet department standards.

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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: 3rd floor janitor closet

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