

CSU
Position # 1
Time 6 AM – 2:30 PM, Monday - Friday

Area	Duty	Frequency
Exterior doors	Unlock	Daily
Restrooms: 216 217 217A 239 240	Restroom procedures	Daily
Storage - 214	Clean	As needed
279	Trash, vacuum	Daily
Hub – 117-118	Dust mop, vacuum, trash	Daily
TCF Bank – 114, A and B	Dust mop, vacuum, trash	Daily
Office complex: 264 264A	Vacuum, trash	3x/week
Offices: 266 268 269	Vacuum, trash	1x/week
Office complex 270	Vacuum, trash	3x/week
Storage - 271	Clean	As needed
272 (Kitchenette)	Vacuum, pull trash, wet mop floor	Daily
Offices: 273 274 274A 275 276 277 278 280	Vacuum, trash	1x/week
Office complex 293	Vacuum, trash	3x/week
Offices: 290 291 292	Vacuum, trash	1x/week
Storage rooms 297 295	Dust mop	As needed
Office complex 238	Vacuum, trash	3x/week
Office 238A	Vacuum, trash	1x/week
Office complex 243A	Vacuum, trash	3x/week
Offices 243B 243C 243D 243E 243G	Vacuum, trash	1x/week
Office complex 245	Vacuum, trash	3x/week
Offices 245A 245B 245C 245D 245E 245F 245G 245H 245I	Vacuum, trash	1x/week
Office complexes 246 249	Vacuum, trash	3x/week
Offices 249A 249B 249C 247 252	Vacuum, trash	1x/week
250	Vacuum, trash	1x/week
251	Vacuum, trash	1x/week
246A	Vacuum, trash	1x/week
Exterior	Snow removal	As needed
	Clean equipment after use. Report needed repairs.	
	Other duties as assigned.	

Important notes:

Areas of responsibility and cleaning frequencies are subject to change depending on building usage and needs.

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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: **NEED THIS INFO**

Clean Up Kit	MSDS	Bio-hazard Bucket
Need this info		