

CSU
Position # 2
Time 7 AM – 3:30 PM, Monday - Friday

Area	Duty	Frequency
Elevators: 1 2 3 4	Clean walls, sweep, wet mop or spot mop	Daily
Offices: 10 27 28 29	Carpeted offices: vacuum, trash Hard floor offices (room 10): Clean during office hours only. Trash Dust mop	Daily
Stairwells E F	Sweep, wet mop	As needed
Vestibule 124	Sweep, wet mop, clean entry glass	Daily
Loading dock (135)	Sweep, keep free of debris Pressure wash	Daily As needed
Hallways 136 137	Sweep or dustmop Wet mop or scrub	Daily As needed
Ballroom 200C 200N 200S	Sweep or dust mop Wet mop or scrub Trash	Daily As needed Daily or as needed
Hallways 2000E 2000W 2000N 2000S	Dust mop, scrub, vacuum carpeted area Dust horizontal surfaces	Daily 1x/week
Office complex - 218	Trash and vacuum	3x/week
Offices: 218D 218E 218F 218G	Trash and vacuum	1x/week
Offices 219 219A 219B 219E 220	Trash and vacuum	3x/week
Offices 219C 219D 221 222 223 224 225 226	Trash and vacuum	1x/week
Corridors 261 262 281 282	Vacuum carpeted area, dust mop and scrub hard surface floors	Daily
Restrooms: All floors – all RR's	Police all floors after lunch Also police first floor restrooms mid-morning	Daily Daily
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.

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.

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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		