

CSU
Position # 5
Time 10:30 PM – 7 AM, Monday - Friday

Area	Duty	Frequency
Game room 45 51	Dust mop, wet mop or scrub	Daily
Smoking room – 42	Dust mop, clean tables Spot mop	Daily As needed
Dining areas 26 33 108 112 113 125	Dust mop hard surface floors, scrub	Daily
Hallway – 1000	Dust mop, scrub	Daily
Commons area – 162	Dust mop, wet mop, vacuum mats	Daily
Lobby – 166	Vacuum, trash	Daily
Lounge – 165	Vacuum, trash	Daily
167 168 191 192 193 194 196	Vacuum, trash	Daily
Entry mats – 1 st floor	Vacuum	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.

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		