

CSU
Position # 6
3 PM – 11:30 PM, Tuesday - Saturday

Area	Duty	Frequency
Hearth Lounge – 21	Vacuum, trash, reset furniture Pull trash, wipe tables, vacuum or spot clean upholstered furniture Spot clean carpet	Daily As needed As needed
Restrooms: 1 2 21A 21B 40 41 230 231	Restroom procedures	Daily
Vestibule/entries 115 126	Vacuum, trash, clean entry glass	Daily
Art Gallery – 23	Vacuum, trash, clean glass	3x/week or as needed
Assist position 4	Assist with restrooms, dining area trash and hard surface floors in dining areas 26, 33, 112	Tues-Friday, as needed
Public trash receptacles bsmt 1 st 2 nd	Empty Clean	Saturdays As needed
Heritage Lounge – 101 and carpeted area – 113	Police (Vacuum, trash as needed) Spot clean	Saturdays
Restrooms: 107 120 122 197 199 216 217 217A 239 240	Police	Saturdays
Carpeted dining areas 108 109 111	Wipe tables, trash and vacuum	Saturdays
Carpet Computer Area 26	Police (Vacuum, trash as needed)	Saturdays
Building	Police all floors	Saturdays
Art Gallery storage - 23A	Clean	As needed
Storage - 229	Clean	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:

Clean Up Kit	MSDS	Bio-hazard Bucket