

**Highland Center - Fieldhouse
Position 4
10:30 PM – 7:00 AM, Monday - Friday**

Area	Duty	Frequency
HC Fieldhouse main offices 118 124 135	Trash Vacuum Clean windows, dust	Daily 3x week As needed
HC Fieldhouse private offices 118A 118B 118C 118D 124A 124B 124C 135A 135B 135C 135D 135E 135F 135G 135H	Trash Vacuum Clean windows, dust	1x week 1x 2 weeks As needed
HC Fieldhouse workrooms 118E 124D 135I	Trash Dust mop, wet mop	Daily As needed
HC Fieldhouse conf. rm. 129	Trash, vacuum Clean windows, dust, clean table	Daily As needed
HC Fieldhouse Copy Shop 130	Trash, dust mop, spot mop	Daily
HC Fieldhouse restrooms 111 110	Restroom procedures	Daily
HC Fieldhouse 100 Bleachers Sand pits Track and infield	Clean, dust mop Sweep sand into area, cover Run sweeper and autoscrubber, trash	As needed As needed Daily
Door glass throughout area	Clean	Daily
HC Fieldhouse janitor closet 114A	Clean and stock	As needed
HC Fieldhouse storage areas 104 105 106 107 108	Clean	On request only
HC Fieldhouse entries	Lock and unlock. Activate electronic doors. Clean glass, sweep, clean up cigarette butts, empty and clean ashtrays, remove snow and leaves	As needed
	Clean equipment after use. Report needed repairs.	
	Other duties as assigned.	

**Highland Center - Fieldhouse
Position 4
10:30 PM – 7:00 AM, Monday - Friday**

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.

Location of equipment closet: HC 114A

NOTICE

Due to extensive remodeling/construction of this facility, this is a tentative area description subject to change based on facility usage.

Clean Up Kit	MSDS	Bio-hazard Bucket
Fieldhouse janitor closet (114A)	HN first floor janitor closet	Otto, SW side by storage