

Memorial Library
Position 1
6:00 AM - 2:30 PM, Mon. - Fri.

Area	Duty	Frequency
3 rd floor restrooms	Restroom procedures (3 sets on 3 rd floor)	Daily
3 rd floor break rooms	Trash, clean, vacuum, wipe tables, counters, etc.	Daily
3rd floor main offices	Vacuum Trash Dust	M W F Daily As needed
3rd floor small offices and cubicles	Trash (unless set out) Vacuum Dust	1x week 1x 2 weeks As needed
Conference rooms	Trash, vacuum, dust, clean table tops	Daily
3rd floor old section book area	Trash and vacuum main areas, straighten tables and chairs, clean table tops	Daily As needed
North emergency stairwell	Sweep Wet mop (Computer services will be using as a main entrance to third floor)	Daily As needed
Cover day position in Wigley	When that person is not absent. See area description for that area.	When needed
Trash/ cardboard	Haul to dumpster Take recycling to loading dock area	Daily
Equipment	Clean and maintain, turn in needed repairs	Daily
Lights	Change when burned out /clean light fixtures and report needed repairs.	As needed
3rd floor janitor closet	Clean and stock	Daily as needed
Outdoors	Sweep, pick up cigarette butts, clean ashtrays Clean glass and remove snow	Daily As needed
Entire area	Cycle work (Includes restrooms, wall scrubbing, fixture cleaning, window cleaning, light fixtures, edging, and dusting.) Assist with carpet cleaning (ie. move furniture, vacuum and edge clean and other duties)	During interim periods
	Other duties as assigned. Employees may be required to carry a communications device.	

Location of equipment closet: Library: 3rd floor janitor closet
Supplies in basement janitor rm.