

Memorial Library
Position 3
10:30 PM - 7:00 AM, Mon. - Fri.

Area	Duty	Frequency
Children's House RR's Sinks in classrooms	Restroom procedures (Use Thymocide disinfectant.) Clean sinks and restock paper and hand soap products	Daily
Restrooms 2 nd floor	Restroom procedures	Daily
2 nd floor	Trash, vacuum main areas Vacuum secondary areas	Daily 2x/wk
2 nd floor study areas (five rooms)	Straighten tables and chairs, vacuum Clean table tops	Daily As needed
Old stairwell (3 rd floor to basement)	Sweep, spot mop Wet mop	Daily 2x/wk
Northeast emergency stairwell	sweep / mop	As needed
2042 conference room	Trash, vacuum Dust	Daily 1x/wk
2051 storage	Trash Dust mop /spot mop	Daily As needed
2043, 2044, 2035, 2054	Trash Vacuum	Daily 3x/wk
2045, 2034, 2055	Trash Vacuum	1x/wk 1x/2wks
MN room (2057)	Trash, vacuum, dust Clean windows	Daily As needed
Elevators (2) in old part	Sweep, spot mop and wet mop Vacuum tracks on all floors	Daily As needed
Lights	Replace and clean fixtures, report needed repairs	As needed
Trash/cardboard	Haul to dumpster/ recycle loading dock area	Daily
2 nd floor janitor closet	Clean and stock	Daily as needed
Equipment	Clean and maintain, report needed reports	Daily
Drinking fountains	Clean	Daily
Outdoors	Sweep, cigarette butts, snow removal	As needed
Ashtrays	Empty and clean	Daily
	Other duties as assigned. Employees may be required to carry a communications device.	

Restroom procedures:

- Sweep, empty trash and sanitary boxes.
- Disinfect stools, urinals and sinks.
- Wash walls daily.
- Dust and disinfect horizontal surfaces.
- Clean mirrors.
- Fill paper products, sanitary products and soap dispenser.
- Mop floor with disinfectant.
- Replace lights and clean fixtures as needed.

Empty pencil sharpeners as needed.

Location of equipment closet: 2nd floor janitor closet. Retriever/ supplies is in basement janitor closet.