

Memorial Library
Position 5
10:30 PM - 7:00 AM, Mon. - Fri.

| Area | Duty | Frequency |
|---|--|-----------------------------|
| Addition, basement. Hall | Dust mop, autoscrub in main hallway of basement Clean windows | Daily As needed |
| ML 043 (IT classroom) | Clean (classroom procedures) | Daily |
| Drinking fountain | Clean | Daily |
| Kitchenette (basement.) | Clean | Daily |
| New stairs N & S (Basement - 1st) | Sweep, dust/spot mop Wet mop | Daily 2x/wk |
| N entry and lobby | Dump and vacuum entry mats, sweep, dust mop, clean entry glass, wet mop, autoscrub | Daily |
| Loading dock | Trash, sweep | Daily |
| S entry - above stairs | Sweep, dust mop and wet mop | Daily |
| Carpet | Spot and traffic lanes Clean sections on rotation | Daily, min. of 4 hrs/day |
| New stairwell (3 rd to 1 st) | Sweep, spot mop and wet mop | Daily 2x/wk or as needed |
| 1st floor copy room | Vacuum and trash | Daily |
| N and S elevators (addition) | Vacuum tracks, all floors Vacuum, dust/spot mop, spot clean walls | As needed Daily |
| Southwest emergency stairwell | Sweep and mop | As needed |
| Main entry glass | Work with person on 1 st floor | Daily 1x/week |
| Lights | Replace, report needed repairs | As needed |
| Trash/cardboard | Haul to dumpster/ recycle loading dock area | Daily |
| Equipment | Clean and maintain, report needed repairs | Daily |
| Basement janitor closet | Clean and stock | As needed |
| Outdoors | Sweep, pick up cigarette butts, clean ashtrays and remove snow. | As needed |
| | Other duties as assigned. Employee may be required to carry a communications device. | |

Location of equipment closet: Basement janitor closet