

Performing Arts
Position 1
6:00 AM - 2:30 PM, Tues. - Sat.

Area	Duty	Frequency
All exterior doors/PA and Andreas Theatre	Unlock and activate electronic doors	Tuesday-Friday
PA classrooms includes 101, 102, 104, 105 and 106	Trash, clean, chalkboards, dust/spot mop Straighten chairs	Daily As needed
PA dance studio 110	Dust, spot mop, trash Wet mop	Daily As needed
PA dressing rooms 100D, 100C	Dust, spot mop, trash, wet mop	Daily As needed
Dressing room restroom 100F, 100E	Restroom procedures	Daily
PA costume shop 100, 100A, 100B	Dust, spot mop, trash Wet mop	Daily As needed
PA band, choir room 108 and 109	Trash, vacuum, clean chalkboards	Daily
PA faculty offices 219 - 232	Trash Vacuum	1x/wk 1x/2wks
PA practice rooms 111 - 142	Dust, spot mop, trash	Daily
PA music lib, main office 201	Dust, spot mop, trash Wet mop	Daily As needed
Basement restrooms 165/166 1 st floor east men's 244 and women's 251, 252 restrooms	Restroom procedures	Daily
PA 2 south stairwells	Sweep and spot mop Wet mop	Daily As needed
PA public areas (i.e. lobbies entries)	Trash (Includes both PA and Andreas)	Daily
All entries	Clean windows, dust ledges, shovel snow, cigarette butt removal. Empty and clean ashtrays.	As needed 3x week
Janitor rooms	Clean and stock	As needed
Equipment	Clean and maintain, turn in needed repairs	Daily
Saturday coverage	Trash security, police security restrooms	1x/wk
	Other duties as assigned. Employee may be required to carry a communications device.	