## Performing Arts Position 2 6:00 ам – 2:30 рм, Monday - Friday

PA - all exterior doors   Including Andreas   PA restrooms   204   207   301   303   303   PA/Andreas halls and lobbies - AT01   180   197N   198W   196E   195S   107   200   273N   274E   275S   300   273N   274E   275S   300   274E   275S   247   Wet mop   2x week   2x we	Area	Duty	Frequency
PA restrooms - 204	PA –all exterior doors	Unlock, activate electronic doors	Daily
204   207   301   303   303   304	including Andreas		·
301   303   PA/Andreas halls and lobbics - ATOI   180   197N   198W   196E   195S   107   200   273N   274E   275S   300   300   276   247   Wet mop   2x week   2x week   247   248 cashier's office   Clean   247   248 cashier's office   Clean   247   248 cashier's office   Clean   248 cashier's office   Dust horizontal surfaces   Daily   247   247   248 cashier's office   Clean   Daily   248 cashier's office   Daily   248 cashier's office   Daily   248 cashier's office   Daily	PA restrooms –	Restroom procedures	Daily
PA/Andreas halls and lobbies – AT01   180   197N   198W   196E   195S   107   200   273N   274E   275S   300   273   274E   275S   300   274C   247   Wet mop   2x week   190   Dust and spot mop, spot clean walls   Daily   2x week   276   247   276   247   276   247   276   247   276   247   276   247   276   247   276   247   276   247   276   247   276   247   276   247   276   247   276   247   276   247   276   247   276   247   276   247   276   247   276	204 207		
Iobbies - AT01			
180		Trash, dust mop, autoscrub, spot clean walls	Daily
198W   196E   195S   107   200   273N   274E   275S   300   274E   275S   300   276   247   Wet mop   2x week   190   Dust horizontal surfaces   As needed   PA 248 cashier's office   Clean   Trash, dust, spot mop, sweep, vacuum   Daily   Includes stairs outside theatre (247) and entries   PA 250 recital hall   Trash, dust, spot mop, sweep, vacuum   Daily   Ix week   304   304A ?   304   304A ?   305   Andreas restrooms   121   124   124   Andreas conference room   128   Andreas Black Box   Theatre 242   Andreas Glack Box   Trash   Ust mop			
195S   107   200   273N   274E   275S   300			
200   273N   274E   275S   300			
274E   275S   300			
300			
PA stairwells – 276 247 Wet mop 2x week 190 Ust horizontal surfaces As needed PA 248 cashier's office Clean On request PA 246 theatre Includes stairs outside theatre (247) and entries PA 250 recital hall Trash, dust, spot mop, sweep, vacuum Daily PA [what type of space?] 304 304A[?] 305 Trash Vacuum 128 Andreas conference room 128 Andreas lounge "Green Room" AT02 Andreas Black Box Theatre 242 Andreas offices 117 als Vacuum 118 Trash Vacuum 118 Vacuum 118 Andreas concession stand 238 Andreas stairwells 190 Ust mop, spot mop Stair [which one?] – clean as needed only			
276         247         Wet mop Dust horizontal surfaces         2x week As needed           PA 248 cashier's office         Clean         On request           PA 246 theatre Includes stairs outside theatre (247) and entries         Trash, dust, spot mop, sweep, vacuum         Daily           PA 250 recital hall         Trash, dust, spot mop, sweep, vacuum         Daily           PA [what type of space?]         Trash         1x week           304         304A[?]         304A[?]           305         Restroom procedures         Daily           Andreas restrooms         Restroom procedures         Daily           4         Daily         Daily           121         124         Daily           Andreas conference room 128         Dust mop, wet mop, arrange furniture         Daily           4         Daily         Daily           4         Trash         Ix week           Andreas lounge "Green Room" AT02         Dust mop         Daily           Andreas Black Box Theatre 242         Trash         Ix week           Andreas offices         Trash         Ix week           117         118         Vacuum         Ix 2 weeks           119         120         Ix 2 weeks           Andreas concession stand 238<		Dust and enot man enot alon walls	Doily
190   Dust horizontal surfaces   As needed			
PA 248 cashier's office PA 246 theatre Includes stairs outside theatre (247) and entries PA 250 recital hall PA [what type of space?] 304 304A[?] 305  Andreas restrooms 121 124  Andreas conference room 128  Andreas lounge "Green Room" AT02  Andreas Black Box Theatre 242  Andreas offices 117 118 118 120  Andreas concession stand 238  Andreas stairwells 193 194 Use timp Trash, dust, spot mop, sweep, vacuum  Daily  Trash, dust, spot mop, sweep, vacuum  Daily  Trash, dust, spot mop, sweep, vacuum  Daily  Daily  Daily  Daily  Daily  Daily  Trash Daily  D			
PA 246 theatre Includes stairs outside theatre (247) and entries  PA 250 recital hall Trash, dust, spot mop, sweep, vacuum  PA [what type of space?] 304 304A[?] 305  Andreas restrooms 121 124  Andreas conference room 128  Andreas lounge "Green Room" AT02  Andreas Black Box Theatre 242  Andreas offices 177 ash Vacuum 178 Vacuum  Trash Vacuum, arrange furniture Daily  Trash Vacuum, arrange furniture Daily  Trash Vacuum, arrange furniture Daily  Theatre 242  Andreas offices 178  1x week  117 118 Vacuum 1x2 weeks  119 120  Andreas concession stand 238  Andreas stairwells Dust mop, spot mop  Andreas stairwells Dust mop, spot mop  Wet mop As needed only			
Includes stairs outside theatre (247) and entries  PA 250 recital hall  PA [what type of space?] 304 304A[?] 305  Andreas restrooms 121 124  Andreas conference room 128  Andreas Black Box Theatre 242  Andreas offices 117 118 Vacuum  Andreas offices 117 118 Vacuum  Andreas concession stand 238  Andreas stairwells 193 194  Andreas stairwells 193 194  Andreas stairwells 193 194  As needed 199  Trash, dust, spot mop, sweep, vacuum  Daily  Trash Vacuum  Trash Vacuum  Daily  Daily  Trash Vacuum  Ix week  Ix 2 weeks  Ix 2 weeks  Ix 2 weeks  Daily  Trash Vacuum  Daily  D			
theatre (247) and entries  PA 250 recital hall  PA [what type of space?] 304		Trash, dust, spot mop, sweep, vacuum	Daily
PA 250 recital hall PA [what type of space?] 304			
PA what type of space?  304 304A[?] 305  Andreas restrooms 121 124  Andreas conference room 128  Andreas lounge "Green Room" AT02  Andreas Black Box Theatre 242  Andreas offices 117 118 118 Vacuum 129 120  Andreas concession stand 238  Andreas stairwells Andreas stairwells 193 194 199  Trash Vacuum  Restroom procedures  Daily  Trash Vacuum, arrange furniture  Daily  Daily  Daily  Trash Vacuum  Daily  Trash Vacuum  Daily  Trash Vacuum  Daily  Daily  Daily  Trash Vacuum  Daily  Daily  As needed  Andreas stairwells Dust mop, spot mop  As needed  Stair which one? – clean as needed only		Trash, dust, spot mon, sween, vacuum	Daily
304 304A[?] 305			
Andreas restrooms 121 124  Andreas conference room 128  Andreas lounge "Green Room" AT02  Andreas Black Box Theatre 242  Andreas offices 117 118 Vacuum 119 120  Andreas concession stand 238  Andreas stairwells 193 194 199  Restroom procedures Daily  Daily  Daily  Daily  Daily  Trange furniture  Daily  Daily  Trange furniture  Daily  Ix week  Ix week  Ix week  Ix week  Ix week  Ix week  Daily  Ix week  Ix week  Ix week  Ix a week  Daily  As needed  Daily  As needed			
121   124	E 3		
121   124	Andreas restrooms	Restroom procedures	Daily
Andreas lounge "Green Room" AT02  Andreas Black Box Theatre 242  Andreas offices 117 118 120  Andreas concession stand 238  Andreas stairwells Andreas stairwells 199  Dust mop, wet mop, arrange furniture Daily  Daily  Tx week 1x w	121 124	•	
Andreas lounge "Green Room" AT02  Andreas Black Box Theatre 242  Andreas offices 117 118 120  Andreas concession stand 238  Andreas stairwells Andreas stairwells 199  Dust mop, wet mop, arrange furniture  Daily  Daily  Tash 1x week 1x 2 weeks 1x 2 weeks  On request  Daily  Daily  Daily  Daily  Daily  Andreas offices 1x 2 weeks  1x 2 weeks  Daily  As needed  Daily  Daily  Trash 1x week 1x 2 weeks  Trash 1x week 1x 2 weeks  Daily  Andreas concession stand 238  Andreas stairwells Dust mop, spot mop As needed  Stair which one? – clean as needed only		Vacuum, arrange furniture	Daily
"Green Room" AT02  Andreas Black Box Theatre 242  Andreas offices Trash Vacuum 1x 2 weeks 119 120  Andreas concession stand 238  Andreas stairwells Dust mop, spot mop Daily (#1) As needed 199  Stair which one? – clean as needed only		Dust mon, wet mon, arrange furniture	Daily
Andreas Black Box Theatre 242  Andreas offices Trash Vacuum  Andreas concession stand 238  Andreas stairwells Andreas stairwells 199  Daily  Ix week 1x 2 weeks 1 on request  On request  Daily  As needed  Daily  As needed		Bust mop, wet mop, arrange furniture	Duny
Theatre 242         Trash         1x week           Andreas offices         Trash         1x week           117         118         Vacuum           119         120         Trash           Andreas concession stand         Clean         On request           238         On request           Andreas stairwells         Dust mop, spot mop         Daily (#1)           193         194         Wet mop         As needed           199         Stair [which one?] – clean as needed only         Trash         As needed		Dust mon	Daily
Andreas offices         Trash         1x week           117         118         Vacuum           119         120         Ix 2 weeks           Andreas concession stand         Clean         On request           238         Dust mop, spot mop         Daily (#1)           193         194         Wet mop         As needed           199         Stair [which one?] – clean as needed only         As needed		F	,
117       118       Vacuum       1x 2 weeks         119       120       On request         Andreas concession stand 238       Clean       On request         Andreas stairwells       Dust mop, spot mop       Daily (#1)         193       194       Wet mop       As needed         199       Stair [which one?] – clean as needed only		Trash	1x week
Andreas concession stand 238  Andreas stairwells 193 194 Wet mop Stair which one? – clean as needed only  On request Daily (#1) As needed		Vacuum	1x 2 weeks
238  Andreas stairwells 193 194 Wet mop Stair [which one?] – clean as needed only  Daily (#1) As needed	119 120		
Andreas stairwells 193 194 Wet mop Stair [which one?] – clean as needed only  Daily (#1) As needed		Clean	On request
193 194 Wet mop As needed 199 Stair [which one?] – clean as needed only			
199 Stair [which one?] – clean as needed only			
			As needed
			D "
Andreas lobby/entry area Dust mop, autoscrub, spot clean walls Daily		Dust mop, autoscrub, spot clean walls	Daily
270 271 272			
		Track dust mon spot mon clean sink and counter	Doily
Andreas design lab 240 Trash, dust mop, spot mop, clean sink and counter Wet mop Daily  As needed	Andreas design lab 240		
Andreas dock and stairs Clean, remove snow, litter, and debris As needed  As needed	Andreas dock and stairs		
241 As needed		Clean, femove snow, fixer, and deblis	As necucu
Andreas windows Clean As needed		Clean	As needed
Andreas dressing rooms Dust mop, wet mop, restroom/shower room procedures Daily			
122 123		1, 1,	
Andreas dance room 126 Disinfect dance floor Daily		Disinfect dance floor	Daily
PA and Andreas janitor Clean and stock As needed			

Revised: 12/15/05 Page 1 of 2

## Performing Arts Position 2

6:00 AM - 2:30 PM, Monday - Friday

rooms 112 125 205 205A 245 302		
Andreas elevator PA 2	Clean	Daily
Andreas entries	Trash from 3 <sup>rd</sup> floor to basement	<mark>Daily</mark>
	Clean equipment after use. Report needed repairs.	
	Other duties as assigned.	

## **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:[

Clean Up Kit	MSDS	Bio-hazard Bucket
PA jan'l closet by loading dock	PA first floor break room	AH 1 <sup>st</sup> floor janitor room by elevator

Revised: 12/15/05 Page 2 of 2