

**Trafton
Position # 1
6 AM – 2:30 PM, Monday - Friday**

Area	Duty	Frequency
TR 3 rd floor restrooms: S320W S321M N322M N323W	Restroom procedures	Daily
TR Stairwells: S106 S107	Sweep, spot mop, spot clean walls, handrails	Daily
TR Loading dock S178	Clean – shared responsibility with other TR positions.	Daily
TR S Elevator	Clean, sweep, wet mop, spot clean walls Vacuum track on all floors	Daily As needed
TR 2 nd floor S hallway	Clean drinking fountain, trash corner barrels Dust ledges and wash windows	Daily As needed
TR S Class/labs 2 nd floor: S250 S252 S256 S258 S262 S266 S268 S275A S275B	Classroom procedures	Daily
TR S 2 nd floor specialty rooms: S254 (storage) S264 (storage) S280 (dishwashing) S281A (isolation) S281B (isolation) S281C (isolation) S281D (isolation)	Clean	On request
TR S Fac Offices 2 nd floor S240 S242 S244 S246 S276 S277 S278 S279 S290	Trash Vacuum	1x week 1x e/o week
TR S Class/labs 3 rd floor: S350 S352 S355 S357 S360 S361 S362 S362A S363 S364A S364B S365 S367 S380 S382 S384 S385A S385B S385C S386 S387A S387B S388A S388B S392 S393 S394 S395 S396	Classroom procedures	Daily
TR S Animal Labs 3 rd fl. S358 (roaches) S368A S368B S369 S371 S372 S373 S374 S375 S376 S377		

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TR S Fac Offices 3 rd floor S334 S335 S336 S337 S338 S339 S340 S341 S342 S343 S344 S345 S346 S347 S348 S349 S359 S391	Trash Vacuum	1x week 1x e/o week
TR C317 classroom	Classroom procedures	Daily
TR 3 rd floor S hallway	Clean drinking fountain, trash corner barrels Dust ledges and wash windows	Daily As needed
Trash	Haul to dumpster	daily
TR 3 rd S janitor closets near RR's	Clean and stock	As needed
	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
TR 3 rd floor mechanical rm	TR 1 st floor N jan. closet TR 3 rd floor mechanical rm	HC – Otto SW side by storage area. See your supervisor.