

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

Area	Duty	Frequency
TR 1 st floor restrooms S120W S121M S170A	Restroom procedures	Daily
TR S and C 1 st floor hallways	Clean drinking fountains, trash corner barrels (4 fountains) Dust ledges, clean windows	Daily As needed
TR S stairwells S104 S105	Sweep, spot mop Wash windows	Daily As needed
TR Greenhouse complex S176 S176A S176C S176D S176H S176J S176K S176N S176Q S176R S176S S176T S176U S176V S176W	Trash, sweep, spot mop	Daily
TR Garage complex S170 Garage S119U	Sweep, mop	As needed
TR S 178 S178B S178C	Sweep, wet mop	As needed
TR S 172 Research Lab	Trash, clean chalkboards, dust mop, spot mop	Daily
TR S 1 st Classrooms/labs S151 S152 S153B S153C S153D S155 S155A S155B S157 S159 S159C S159D S160 S163 S165 S166 S168 S175 S180 S182 S182A S182B S187 S189	Trash, clean chalkboards, dust mop, spot mop	Daily
TR S Stock Rooms S153 S153E	Clean	On request
TR S184 Water Res. Ctr	Trash Vacuum	Daily 3x week
TR S161 Storage	Sweep, spot mop, wet mop, trash	As needed
TR S 1 st Floor Fac Offices S131 S132 S133 S135 S136 S137 S138 S139 S140 S141 S142 S143 S144 S145 S146 S147 S148 S150	Trash Vacuum	1x week 1x every other week
TR C classrooms/labs C108 (inc. spaces B-J) C122 C123 C124 C124A C124V C128	Trash, clean chalkboards, dust mop, spot mop	Daily
TR C121A-B grad office	Sweep, mop Trash	1x/week 3x/week
TR C Faculty Offices C111 C112	Vacuum Trash	1x/week 1x e/o week
TR S 1 st floor jan. closet (between restrooms)	Clean, stock	As needed
TR 2 nd floor restrooms S220M S220W	Restroom procedures	Daily

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TR Plaza entries 2SNEV 2SNWV	Sweep, spot mop Wash windows	Daily As needed
TR S 2 nd Class/Labs S247 S247A S282 S284 S288 S291 S292 S294 S295 S296	Classroom procedures	Daily
TR S 286 (storage)	Clean	On request
TR S 2 nd floor fac. offices S270 S271 S272 S273 S274	Vacuum Trash	1x/week 1x e/o week
TR C314 (classroom)	Classroom procedures	Daily
TR N loading dock	Share custodial maintenance with TR Position 4.	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
1 st floor Center – Clock Room 3 rd floor Center – Mech. Room	1 st floor N Janitor Room 3 rd floor Center – Mech. Room	Notify Supervisor for bio-hazard pick ups