

**Trafton
Position # 4
6 AM – 2:30 PM, Monday - Friday**

Area	Duty	Frequency
Wissink Restrooms 258 259 350 351	Restroom procedures	Daily
WH 260 (jan. closet)	Clean and stock	As needed
TR N Stairwells N104 N105	Sweep, spot mop, clean walls, handrails	Daily
TR 2 nd N Classrooms/labs: N241 N247 N251 N255 N259 N262 N263 N267 N268 N270 N274 N282 N287 N288 N292 N296	Classroom procedures In addition to classroom procedures, stock towel dispensers and clean sinks in rooms that have them.	Daily or as needed (depending on usage)
TR N245 (conf. room)	Trash, clean floor	Daily
TR 2 nd N Fac/staff offices N240 N242 N244 N246 N250 N253 N254 N257 N258 N293	Trash Vacuum	1x week 1x 2 weeks
TR 2 nd N storage/stock areas N265 N265A N270A N278A N278B N278C N278D N283 N294	Clean	On request or as needed
TR 3 rd N Classrooms/labs: N342 N346 N351 N355 N362 N362A N385 N387 N388 N394 N396	Classroom procedures In addition to classroom procedures, stock towel dispensers and clean sinks in rooms that have them.	Daily or as needed (depending on usage)
TR 3 rd N Fac/staff offices: N330 N331 N332 N333 N334 N335 N336 N337 N338 N339 N340 N343 N344 N347 N348 N350 N353 N354 N357	Trash Vacuum	1x week 1x 2 weeks
TR 3 rd N Storage areas N361 N383 N393	Clean	On request
TR Hallways/corridors: 2 nd and 3 rd floor North	Clean drinking fountains, trash corner barrels	Daily
TR N elevator (Elv TR 1)	Sweep, spot mop	Daily
Inner stair entry, southwest stairwell and landing (N105)	Sweep, dust mop, spot mop Clean windows	Daily As needed
TR N Soc. Work Complex N358 N358A N358B N358C	Trash Vacuum	Daily 3x week
Conference Rm N359	Trash Vacuum	Daily 3x week
TR C315 Fac Office	Trash Vacuum	1x week 1x 2 weeks
TR C310 (Classroom)	Classroom procedures	Daily

**Trafton
Position # 4
6 AM – 2:30 PM, Monday - Friday**

	Clean equipment after use. Report needed repairs.	
	Other duties as assigned.	

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 1 st floor C clock room 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.