

Trafton East & Wissink
DAY POSITION
6:00 AM - 2:30 PM, Mon. -Fri.

Area	Duty	Frequency
Wissink 1 st floor RR's	Restroom procedures	Daily
TRE - 224, 225, 211	Trash, clean white boards, vacuum, clean table tops	Daily
TRE 214, 214.1	Trash, dust mop, spot mop	Daily
TRE 216, 217	Trash, dust mop, clean white boards, spot mop	Daily
1st and 2nd floor study/lounge	Clean table tops, windows, dusting, straighten chairs	Daily
TRE 1 st , 2 nd , 3 rd , floor restrooms	Restroom procedures	Daily
TRE Halls (all)	Trash removal	Daily
TRE 205 main office	Trash Vacuum	Daily 3x/wk
TRE 209 kitchenette	Trash, wipe table, sink, counter top Vacuum	Daily 3x/wk
TRE 210 conference room	Trash, white boards, dust table Vacuum	Daily 3x/wk
TRE 204 mail room	Trash Vacuum	1x/wk 1x/2wks
TRE faculty offices - 207, 208, 227, 228, 229, 230, 231, 232,	Trash Vacuum	1x/wk 1x/2wks
TRE entry glass (all)	Clean	Daily
TRE 102, 104, 106-113, 120-123	Trash, sweep/dust mop, spot mop, clean white boards	Daily
TRE faculty offices 125-130	Trash Vacuum	1x/wk 1x/2x wks
TRE east and west stairs	Sweep Wet mop	Daily 3x/wk minimum
TRE elevators	Sweep, mop, spot clean walls, clean tracks	Daily
TRE janitor closets(3), (1 in basement)	Stock, clean	Daily
TRE 3rd hall	Dust mop, autoscrub, mop edges	Daily
TRE 315-318	Trash, dust mop, spot mop, clean white boards	Daily
TRE 402	Trash, vacuum	1x/wk
TRE 3rd floor faculty offices, includes rooms 320-327	Trash Vacuum	1x/wk 1x/2wks
TRE 3rd floor study area	Clean tables	Daily
TRE conf rm. (between 2nd and 3rd floor going upstairs.)	Trash, vacuum, whiteboard	Daily
AH, AB, WB, MH Ashtrays	Dump and clean exterior ash trays	3x wk- Mon., Wed. and Fri.
HC, HCN, TR Ashtrays	Dump and clean exterior ash trays	2x wk- Tues. and Thur.

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AH and TR N loading docks	Police area around dumpsters - pick up trash	as needed
TR South Loading Dock	Police area, pick up trash	as needed
Summer months and winter break	Cycle area/ work with Trafton crew	Daily
	Other duties as assigned. Employee may be required to carry a communications device.	

Location of equipment closet: 3rd floor
Auto scrubber is in basement