

**Trafton  
Position 5  
10:30 PM – 7 AM, Monday - Friday**

| Area  | Duty   | Frequency                                |
|---|--|--|
| Trafton East, North,<br>Center, South   | Lock, unlock   | Daily                                    |
| TR South Hallways<br>S1W S1S<br>S1N S1E<br>S2W S2S<br>S2N S2E<br>S3W S3S<br>S3n S3E | Dust mop, auto scrub, hand mop edges<br>Empty and return trash containers to faculty offices<br>Vacuum hallway entrance matting (seasonally)<br><br>Includes alcoves   | Daily<br>As needed<br>Daily              |
| TR Center Hallways<br>C1W C1E<br>C3E  | Dust mop, auto scrub, hand mop edges<br>Empty and return trash containers to faculty offices<br>Vacuum hallway entrance matting (seasonally)<br>C3E – Clean all windows above heat vents, dust heat vents<br>Includes alcoves and stairwell near C311. | Daily<br>As needed<br>Daily<br>As needed |
| TR North Hallways<br>N1W N1S<br>N1E N1N<br>N2W N2N<br>N2E N2S<br>N3W N3S<br>N3E N3N | Dust mop, auto scrub, hand mop edges<br>Empty and return trash containers to faculty offices<br>Vacuum hallway entrance matting (seasonally)<br><br>Includes alcoves   | Daily<br>As needed<br>Daily              |
| TR East Hallways<br>180 181<br>280 380  | Dust mop, auto scrub, hand mop edges<br>Empty and return trash containers to faculty offices<br>Vacuum hallway entrance matting (seasonally)<br>Includes alcoves   | Daily<br>As needed<br>Daily              |
| Outdoors  | Sweep, pick up cigarette butts, clean ashtrays and remove snow.  | 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 12 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 C113 (clock room)<br>TR 3 <sup>rd</sup> floor C mech. rm | TR 1 <sup>st</sup> floor N janitor closet<br>TR 3 <sup>rd</sup> floor C mech. room | Notify supervisor for disposal |