

**Wissink**  
**Night Position 1**  
**10:30 PM - 7:00 AM, Mon. - Fri.**

<b>Area</b>	<b>Duty</b>	<b>Frequency</b>
1 <sup>st</sup> floor study area	Trash, vacuum, wipe tables	Daily
1 <sup>st</sup> floor windows	Clean, dust ledges	As needed
3 <sup>rd</sup> floor alcoves	Vacuum Trash (empty only if receptacle is set out)	2x/wk Daily
ACC complex (include all interior rooms)	Trash, vacuum, boards, counter tops, benches Dust Clean glass	Daily 1x/wk As needed
TR N 363, 372, and 380	Trash, clean chalkboards/whiteboards, vacuum, clean desk tops, spot walls	Daily
TR N 382 and 390 computer rooms	Trash, clean chalkboards/whiteboards, vacuum, spot walls	Daily
WB 360 complex- includes all interior rooms	Trash Vacuum	Daily 3x/wk
WB nursing complex, includes WB 367, 379, 380	Trash, vacuum, restroom procedures, sinks, table tops	Daily
WB 357, 358, 366 conference rooms	Trash, vacuum, whiteboards, sink	Daily
3 <sup>rd</sup> floor break room	Trash, vacuum, sink	Daily
1st and 3rd floor	Trash	Daily
PA doors	Lock and unlock	Daily
Elevator	Clean, vacuum tracks on all floors	As needed
Outdoors	Sweep, pick up cigarette butts, clean ashtrays and remove snow	As needed
	Roll up and empty entrance mats.	Daily winter
	Other duties as assigned. Employee may be required to carry a communications device.	

Location of equipment closet: 1<sup>st</sup> floor storage closet under west stairs  
3<sup>rd</sup> floor janitor closet