

Wissink
Night Position 2
10:30 PM - 7:00 AM, Mon. - Fri.

Area	Duty	Frequency
Copy Shop (293)	Trash, dust mop, spot mop	Daily
Main halls	Trash, sweep, spot mop autoscrub (trash 2nd flr only)	Daily
Math office complex (273)	Trash Vacuum Dust mop, wet mop	Daily 3x/wk as needed
Short hall/storage between 288A and 286A	Dust mop, wet mop	Weekly
Stairwells/entries	Trash, dust mop, spot mop and/or wet mop, clean entrance mats, clean door glass	Daily
WH 280 (break room)	Trash, vacuum, clean tables and sink	Daily
WH 283, 284, 284A, 285, 286, 286A, 288, 288A, 289	Trash, dust mop, vacuum, clean white boards	Daily
WH conference room (291)	Trash, vacuum, clean tables	Daily
2 nd floor alcoves	Vacuum and trash (empty only if set out)	2x/wk daily
WH entrances	Lock and unlock	Daily
Elevator	Mop floor vacuum tracks on all floors, clean	daily
Outdoors	Sweep, pick up cigarette butts, clean ashtrays and remove snow	As needed
	Other duties as assigned. Employee may be required to carry a communications device.	

Location of equipment closet: 2nd floor janitor closet
Autoscrubber in Trafton East basement