

**GAGE**  
**A TOWER 7 -12**  
**7:30 AM – 4:00 PM MON - FRI**

<b>Area</b>	<b>Duty</b>	<b>Frequency</b>
Restrooms & showers	Restroom and shower procedures	Daily
Hallways	Vacuum Spot clean walls	Daily As needed
Kitchens	Clean sinks, counters, sweep, spot mop spot clean walls	Daily Weekly
Lounges	Trash, straighten/clean table tops Vacuum Trash, clean furniture and walls	Daily 3x/wk As needed
Stairwells	Trash and mop spills Sweep	Daily 3x/wk
Stairwell cont.	Mop/spot mop Spot clean walls and railings	Weekly Weekly
Lights	Replace bulb	As needed
Trash	Remove	Daily
Trash/sink rooms	Sweep, spot mop Clean thoroughly	Daily Weekly
Vandalism/MR's	Respond as best as you can; discuss with the GMW lead and foreman– service should not be withheld without the approval of the supervisor	As needed
Janitor room	Maintain	Daily
Carpet	Spot clean/ extract	Bi-weekly or as needed
Student rooms	Thoroughly clean empty rooms	At breaks
All rooms	Cycle projects	At breaks
	Help cover absentees' areas Have a student worker assist in cleaning	As needed
Outdoors (within ten feet of buildings)	Sweep, pick up cigarette butts, clean ashtrays and remove snow.	As needed
	Other duties as assigned Employee may be required to carry a radio or pager	

Location of equipment closet: A 11