

**GAGE
GROUND FLOOR
6:00 AM – 2:30 PM MON- FRI**

Area	Duty	Frequency
Main hallways	Trash, dust mop Autoscrub / wet mop	Daily As needed
All entries	Clean mats, remove snow and ice- clean mats daily in bad weather Ash trays and trash Sweep and rake	As needed Daily 2x week
Restrooms	Restroom procedures	Daily
Main offices including FYE	Trash, vacuum – dump trash if container is set out	Weekly
All rooms	Trash and wipe tables and desks vacuum	Daily As needed
All rooms cont.	Clean furniture and dust	Weekly
Elevators	Sweep floor, spot clean walls Thoroughly clean	Daily 2x/wk
Lights	Replace bulbs	As needed
Glass	Clean	Weekly
Walls	Spot clean	As needed
Showers	Cycle clean – only if sub/cycle person or lead is absent	Weekly
Janitor rooms	Maintain	Daily
Vandalism / MR's	Respond as best as you can; discuss with the GMW lead and foreman– services should not be withheld without approval of the Supervisor	As needed
Carpet	Spot clean/extract	Weekly or as needed
B- cafeteria stairs	Dust, sweep, mop	weekly
Student rooms	Thoroughly clean empty student rooms	At breaks
All areas	Cycle projects	At breaks
	Have 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	

Location of equipment closet: By freight elevator