

CRAWFORD / MCELROY
CR C 1-4, MC H 3-4
7:30 AM – 4:00 PM MON -FRI

Area	Duty	Frequency
	Includes C hall stairs and elevator and H hall back stairs	
All areas	Remove trash	Daily
Restrooms & showers	Restroom and shower procedures Assist with cycle cleaning	Daily Weekly or as needed
Hallways	Vacuum Spot clean walls	Daily As needed
Kitchens	Clean sink, counter areas, table, sweep, spot mop Clean stove, hot plate, oven Other shelving & equipment, clean floor thoroughly Spot clean walls	Daily Weekly As needed
Lounges	Trash, straighten / clean table tops Vacuum Dust, clean furniture and walls	Daily 3x/wk Weekly
Stairwells	Trash and mop spills Sweep Mop, spot mop, spot clean walls and railings	Daily 3x/wk as needed
Elevator	Sweep, spot mop Clean thoroughly	Daily Weekly
Trash / recycle 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 rooms	Maintain	
Carpet	Spot clean / extract	Bi-weekly or as needed
Student rooms	Thoroughly clean empty resident rooms	At breaks
All areas	Cycle projects	At breaks
	Help cover absentees' areas Have a student assist in cleaning	As needed
	Other duties as assigned. Employee may be required to carry a radio	
Outdoors (within ten feet of buildings)	Sweep, pick up cigarette butts, clean ashtrays and remove snow.	As needed

Location of equipment closet: H 4 and C 1

Revised: 11/8/07