

**CRAWFORD**  
**B 1-4, A 3 &4**  
**7:30 AM – 4:00 PM MON - FRI**

Area	Duty	Frequency
	Includes both front and back stairs of A hall, landings and elevator, and inside stairs of B hall	
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 stove, hot plate, oven , sink, counter, table; sweep and spot mop floor Clean other shelving and 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 As needed
Stairwells	Trash, mop spills Sweep Mop / spot mop, spot clean walls and railings	Daily 3x/wk Weekly
Elevator	Sweep / spot mop Clean thoroughly	Daily As needed
Trash / recycle rooms	Sweep, spot mop Clean thoroughly	Daily Weekly
Lights	Replace bulbs	As needed
Vandalism / MR's	Respond as best as you can; discuss with GMW lead or foreman– service should not be withheld without the approval of the supervisor	As needed
Janitor rooms	Maintain	Daily
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 areas for absent employees	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	

A student worker will assist when possible.

Location of equipment closet: Between A&B, 2<sup>nd</sup> floor