

**CRAWFORD**  
**D 1-4, A 1-2**  
**7:30 AM – 4:00 PM MON - FRI**

Area	Duty	Frequency
	Includes back stairs of A hall, and D hall stairs and elevator	
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 and mop spills Sweep Mop / spot mop, spot clean walls and railings	Daily 3x/wk Weekly
Elevator	Sweep / spot clean Clean thoroughly	Daily Weekly
Trash/ recycle rooms	Sweep / spot mop Clean thoroughly	Daily weekly
Carpet	Spot clean / extract	Bi-weekly or as needed
Lights	Replace bulbs	As needed
Vandalism / MR's	Respond the best you can; discuss with the GMW lead or foreman – service should not be withheld without prior approval from a foreman	As needed
Janitor rooms	Maintain	Daily
Student rooms	Thoroughly clean empty resident rooms	At breaks
All areas	Cycle projects	At breaks
Outdoors (within ten feet of buildings)	Sweep, pick up cigarette butts, clean ashtrays and remove snow.	As needed
	Help cover areas for absent employees Have a student worker assist with cleaning	As needed
	Other duties as assigned. Employee may be required to carry a radio or pager	

Location of equipment closet: D1

Revised: 11/8/07