

**Crawford
Hallways & Basement
6:00 AM – 2:30 PM Mon - Fri**

Area	Duty	Frequency
	Includes Carkoski Commons to the cafeteria	
Cr/Mc	Unlock exterior doors	Daily
Gage	Unlock exterior doors when GMW is missing	As needed
All areas	Remove trash Cycle projects	Daily As needed
Hallways	Dust mop, spot mop/auto scrub, mats, entry glass, ash trays Dust surfaces & corners, burnish Spot clean walls and other glass	Daily Weekly A/N
Basement tile hallways	Dust, dust mop, auto scrub	As needed
Lobby	Trash, wipe tables, vacuum, main office areas other office areas Spot walls Carpet spot cleaner extract	Daily Weekly As needed Biweekly A/N
Restrms resident floors (5) basement (2)	Restroom procedures Restroom procedures	Daily Weekly
Laundry room	Trash, sweep Clean	Daily Weekly
Stairways (6)	Police Sweep / spot mop Mop thoroughly, clean railings, spot walls	Daily 3x/wk weekly
Res Life office	Trash Vacuum	Daily 3x/wk
Honor's office	Trash Vacuum	Weekly 1x/2 weeks
RHA office	Trash Vacuum	Weekly 1x/2 weeks
Cement hallways	Clean	As needed
Lights	Replace bulbs	As needed
D-O hallway	Dust / sweep/auto scrub	Weekly
D-O lounge	Trash out, vacuum; clean furniture	Daily As needed
Student rooms	Thoroughly clean vacant resident rooms	During breaks
Absences	Help cover absentees' areas	As needed
Basement storage area		As needed
Vandalism/ MR's	Respond as best you can; discuss with the foreman– service should not be withheld without the approval of the supervisor	As needed
Recycle	Assist with recycling	As needed
Janitor rooms	Maintain	Daily
Showers	Cycle clean/sanitize	As needed during absences
Basement storage areas	Maintain Clean	As needed Annually
CC dining room	Scrub hard floors at 10:00 AM	Daily
Outdoors	Sweep, pick up cigarette butts, clean ashtrays and remove snow.	As needed
	Have a student worker assist in cleaning Other duties as assigned. Employee may be required to carry a communications device.	

Location of equipment closet: Salt room and Crawford lobby

Revised: 11/8/07