

**CRAWFORD / McELROY  
SUB / CYCLE  
7:30 PM – 4:00 PM MON - FRI**

<b>Area</b>	<b>Duty</b>	<b>Frequency</b>
Absences	Cover absentee areas	As needed
Showers	Cycle clean thoroughly / sanitize – with lead or ground floor person	Weekly
Lights	Replace bulbs	As needed
Vandalism / MR's	Respond the best you can; discuss with the foreman or GMW Lead. Services should not be withheld without approval from a foreman.	As needed
Janitor rooms	Maintain	Daily
Projects	Work on other projects as directed	As directed
All areas	Cycle projects	As needed
All areas	Help remove recyclables	Weekly
Student rooms	Thoroughly clean vacant resident rooms	During interims
Carkoski bsmt classrooms	Classroom procedures	As used
Carkoski bsmt carpeted hallway	Walls, lights, carpet, etc.	As used, weekly
Carkoski bsmt tile hall	Walls, lights, floor, etc.	As used weekly
Carkoski bsmt RR	RR procedures police	2x week daily
All wings	Help trash	When not subbing
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.	

When possible, a student worker will assist.

Location of equipment closet: Salt room