

**MCELROY**  
**E 1-4, G 1-2**  
**7:30 AM – 4:00 PM MON - FRI.**

Area	Duty	Frequency
	Includes G stairs and elevator and E back stairs	
All areas	Remove trash	Daily
Restroom & 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, counters, tables, sweep, spot mop floor Other shelving and equipment, clean floor thoroughly	Daily  Weekly or as needed
Lounges	Trash, straighten/clean table tops Vacuum	Daily 3x/wk
Stairwells	Trash and mop spills Sweep	Daily 3x/wk
Stairwell cont.	Mop / spot mop Spot clean walls and railings	Weekly
Elevator	Sweep, spot clean Clean thoroughly	Daily Weekly
Trash/ recycle rooms	Sweep, spot mop Clean thoroughly	Daily Weekly
Lights	Replace bulbs	As needed
Vandalism/MR's	Respond as best 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	Daily
Carpet	Spot clean/ extract	Bi-weekly As needed
Student rooms	Thoroughly clean and empty resident rooms	At breaks
All areas	Cycle projects	At breaks
	Help cover absentees' areas Have student worker assist in cleaning	As needed
	Other duties as assigned Employee may be required to carry a radio or pager	
Outdoors (within ten feet of buildings)	Sweep, pick up cigarette butts, clean ashtrays and remove snow.	As needed

Location of equipment closet: E 1

Revised: 11/8/07