

MCELROY
F 1 -4 & G 3 -4
7:30 AM – 4:00 PM MON - FRI

Area	Duty	Frequency
	Includes F backstairs and E and F center areas, stairs and elevator	
All areas	Remove trash	Daily
Restrooms & showers	Restroom and shower procedures Assist with cycle clean	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 / equipment, clean floor 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	Daily 3x/wk
Stairwells cont.	Mop/spot mop Spot clean walls and railings	As needed Weekly
Elevator	Sweep, spot clean Clean thoroughly	Daily Weekly
Trash / sink 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 approval of the supervisor	As needed
Janitor rooms	Maintain	Daily
Carpet	Spot clean / extract	Bi-weekly or 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
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	

Location of equipment closet: F 2

This position may be changed if weekend coverage is needed.

Revised: 11/9/07