

**MCELROY
HALLWAYS AND BASEMENT
7:30 AM – 4:00 PM MON – FRI
Includes area by dining services entrance**

Area	Duty	Frequency
All areas	Remove trash	Daily
Hallways	Dust & spot mop/auto scrub, mats, entry glass, ash trays Dust surfaces & corners, burnish Spot clean walls and other glass	Daily Weekly As needed
Lobby	Trash, wipe tables, reset furniture, vacuum, main offices Other offices (weekly) and spot walls Carpet spot or extract	Daily As needed Bi-weekly as needed
Restrooms (9)	Restroom procedures – 5 large restrooms in McElroy and SE Carkoski / 4 small R.R., H&I	Daily Weekly
Laundry rooms F &G	Trash, sweep Clean	Daily Weekly
Laundry rooms H&I	Trash, sweep Clean	Daily Weekly
H – Zero	Clean study room and hallway Clean all other areas	2x/wk weekly
I – Zero	Clean TV lounge and hallway Clean all other areas	2x/wk weekly
Lobby stairs 1 st to B	Police Sweep / spot mop Mop thoroughly, clean railings, spot walls	Daily 3x/wk weekly
Carpeted hallway by ARA	Spot clean walls Spot clean carpet Shampoo/extract	Weekly As needed As needed monthly
Classrooms I Basement and greenrooms 3,4,5	clean	As used
Cement hallways		As needed
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
Absences	Help cover absentees' area	As needed
Students rooms	Thoroughly clean, empty resident rooms	At break
All areas	Cycle projects	As needed
Showers	Cycle clean / sanitize	As needed during absences
Basement storage areas		As needed annually

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Recycling	Assist with recycling	As needed
Outdoors (within ten feet of buildings)	Sweep, pick up cigarette butts, clean ashtrays and remove snow. Including loading dock	As needed
	Other duties as assigned Employee may be required to carry a radio or pager	

Location of equipment closet: McElroy lobby and salt room