

Custodial Duties

1. Five nights a week

- Empty waste containers.
- Dust office furniture, office machines and counters, (does not include personal desks.)
- Strict cleaning and sanitizing of restrooms and drinking fountains including door handles of all doors and exam room counters. Replace towels, toilet tissue, soap, and air fresheners as needed.
- Clean all in-out glass doors **and** glass windows.
- Replace light bulbs and fluorescent tubes as needed.
- Leave the building in a neat and tidy manner.
- Be sure exterior doors are locked.
- Relocate “red bags” to the proper location in the basement for pickup. (Daily or as needed)

2. Three nights a week:

- Vacuum all carpet and sweep or dust hard surfaced floors.
- Mop all bathroom floors.

3. Weekly:

- Clean/dust window sills in all rooms.
- Dust half walls, wood moldings, banister and refrigerators.
- Clean weather mats and porch areas, including taking out trash in outside trash cans.
- Clean outside steps and walks.

4. Monthly:

- Hose vacuum all edges of carpet.
- Clean tables and chairs used by the public, give special attention to areas where food is served during meetings.
- Clean doors, walls, partitions and plastic molding.
- Check water softener and refill if necessary.
- Sweep basement storage room.
- Clean insects from light fixtures.

- Order cleaning supplies from purchasing personnel.
- Dust blinds.
- Dust bathroom air vents.
- Vacuum waiting room upholstery as or as needed.

5. **Annually:**

- Clean all office windows inside and out.

6. **As needed:**

- Clean heat and air conditioning vents.
- Clean chair mats as needed.
- Other items as requested by management.