

**EDUCATION AND OUTREACH BUILDING
CUSTODIAL CHECKLIST—Main Floor**

**Business Hours: 7am-4pm
Mon-Fri**

WEEK OF:

*Schedule cleaning between 5:00pm and 5:00am to avoid
interferring with work day activities*

1018

Initial each task

DAILY TASKS <i>(Monday-Friday, with Saturday and/or Sunday * as requested)</i>		Sat	Sun	Mon	Tue	Wed	Thu	Fri
1	Remove fingerprints/smudges from 3 sets of double doors (interior and exterior), sanitize door handles using wipes daily							
2	Vacuum flies, meeting rooms, and offices (if doors are not closed)							
3	Vacuum Servall rugs in bathrooms and kitchen							
4	Wipe down tables, sanitize as needed, in meeting rooms (chairs if needed)							
5	Empty wastebaskets, sanitize & replace liners in offices & common areas							
6	Wipe down kitchen cupboards, clean & sanitize sinks & countertops, mop floor							
7	Spot clean doors, walls & light switches							
8	RESTROOMS: Sweep/damp mop floors, clean & sanitize all bath fixtures & sinks, clean mirrors, wipe walls/dividers, restock soap & paper dispensers, as needed							
9	Vacuum <i>flies</i> , dust ledges & windowsills <i>(daily when necessary)</i>							
10	Place gathered trash in outside dumpster							
NON-DAILY TASKS								
		Sat	Sun	Mon	Tue	Wed	Thu	Fri
1	Clean interior and exterior of microwave <i>as needed</i>							
2	Spot clean carpets and/or upholstery <i>as needed</i>							
3	Wipe down exterior of refrigerator <i>weekly (interior semi-annually)</i>							
4	Sweep & damp mop entry <i>as needed, at least once per month</i>							
5	Re-stock supplies <i>as needed</i>							
6	Re-arrange meeting room tables and chairs, <i>as requested</i>							
7	Clean Boot Wash in E&O Bldg (end of each month)							

NOTE: As appropriate, a calendar of events will be provided listing those meetings requiring custodial duties on Saturday and/or Sunday.

Week day meetings may extend into evening hours also, as late as 7 p.m., which may require adjusting the cleaning schedule to accomm