

WEEK OF: _____ *Please date & initial each task as completed.*

Service Contract Contact: Dan Regan Cell 920-1953

Please place completed checklists & 5-point safety cards for prior week in the designated drop box, by Monday morning

Custodial Checklist Hourly Work REV 3/16/2017

DATE =

ROSS DRY BUILDING		TOTAL HOURS =						
Building Contact: George Vandine Cell 641-5243								
ROSS DRY DAILY TASKS <i>(7 days per week, including holidays)</i>		Sat	Sun	Mon	Tue	Wed	Thu	Fri
Science M&W Restrooms (rear of bldg): Sweep/damp mop floors, clean & sanitize all bath fixtures & sinks, clean mirrors, wipe walls-dividers-dispensers; empty wastebaskets, sanitize & replace liners								
Men's Dry Restroom (front of bldg): Sweep concrete floors before hosing down, sanitize 2 gang showers at least 2X/week or as needed, in addition to hosing down; clean & sanitize all bath fixtures & sinks, clean mirrors, wipe walls-dividers-dispensers; empty wastebaskets, sanitize & replace liners								
Restock soap & paper dispensers <i>as needed</i>								
ROSS DRY WEEKLY TASKS		Sat	Sun	Mon	Tue	Wed	Thu	Fri
Clean and disinfect benches								
Spot clean lockers, walls, light switches & doors								
MAIN AREAS OF ROSS DRY BUILDING <i>(Monday - Friday)</i>		Sat	Sun	Mon	Tue	Wed	Thu	Fri
Clean tables & organize chairs in main conference area <i>daily</i>								
Sweep all floors - <i>as needed, at least weekly wet clean</i>								
Scrub all floors - <i>as needed, at least monthly</i>								
Empty wastebaskets, sanitize & replace liners <i>daily</i>								
Main conference area - <i>scrub as needed</i>								
Place gathered trash in outside dumpster <i>daily</i>								
Organize janitorial closet & restock supplies <i>as needed</i>								
ERT Meeting Room - sweep and empty trash <i>as needed</i>								

YATES RAMP DRY		TOTAL HOURS =								
Building Contact: Jack Stratton Cell 639-5581										
DAILY TASKS <i>(7 days per week, including holidays)</i>				Sat	Sun	Mon	Tue	Wed	Thu	Fri
Sweep & damp mop stairwell & floors										
Empty wastebaskets, sanitize & replace liners										
Place gathered trash in outside dumpster										
Organize/stock janitorial closet <i>as needed</i>										
Check & refill dispensers as needed										
Secure exterior doors & door leading to shower stairwell from 1st Floor										
Men's Dry Sweep concrete floors before hosing down, sanitize showers at least 2X/week or as needed, in addition to hosing down; clean & sanitize all bath fixtures & sinks, clean mirrors, wipe walls-dividers-dispensers; empty wastebaskets, sanitize & replace liners										
Restock soap & paper dispensers <i>as needed</i>										
WEEKLY TASKS				Sat	Sun	Mon	Tue	Wed	Thu	Fri
Clean and disinfect benches										
Spot clean lockers, walls, light switches & doors										
Remove hair/residue from shower drains										
MONTHLY TASKS <i>(Last Friday of each month)</i>				Sat	Sun	Mon	Tue	Wed	Thu	Fri
Dust heaters										
Dust tops of lockers										
Dust pipes directly below ceiling										

SURFACE LABORATORY SATELLITE		TOTAL HOURS =										
Building Contact: Jaret Heise Cell 641-5718				Monday and Thursday		Sat	Sun	Mon	Tue	Wed	Thu	Fri
Check weekly and clean on as needed basis.												
Sweep and mop floor as needed												

WAREHOUSE	TOTAL HOURS =						
Building Contact: Dan Regan Cell 920-1953	<i>Monday and Thursday</i>	Sat	Sun	Mon	Tue	Wed	Thu
Clean & sanitize sink & toilet in small restroom							
Sweep floor in restroom area <i>wet mop at least 1 x a week</i>							
Check & refill dispensers as needed							

YATES HOIST ROOM DRYS	TOTAL HOURS =						
Building Contact: Gary Larson Cell 490-0131	<i>Tuesday and Friday</i>	Sat	Sun	Mon	Tue	Wed	Thu
Men's Dry: Clean & sanitize showers, toilets & sinks, empty trash cans, change liners & clean, refill dispensers, sweep & mop floor							
Unisex Dry: Clean & sanitize showers, toilets & sinks, empty trash cans, change liners & clean, refill dispensers, sweep & mop floor							
Check & refill dispensers as needed							

DAILY CLOSING TASKS	TOTAL HOURS =						
		Sat	Sun	Mon	Tue	Wed	Thu
Report any damage or unusual circumstances noted on 5-point safety card or call supervisor in an emergency situation							
Turn off lights, except those that were on when you entered							
Secure exterior doors							
Notify Lab contact of any supplies that need to be replenished <i>as needed</i>							
Complete checklist <i>daily</i> ; turn in to Dan for review as noted <i>weekly</i>							

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