

CLEANING DUTIES

MAIN FLOOR, HANDICAP & STAFF BATHROOMS

- Replace soap at the ½ full point
- Check & refill all, hand towel, tissue, toilet paper products
- Clean & wipe dry sinks and counters
- Polish all chrome (taps)
- Clean mirrors, toilets, bowl, rim, seat, lid, and around base
- Sweep and wash floors
- Empty feminine hygiene holders & replace brown bags
- Refill Shampoo, Conditioner and Body Soap Daily (lockers only)



Garbage: All washroom locker rooms, staff room, laundry area, balancing area to be emptied at the end of your shift or at the ½ full point. Use your own judgment to conserve waste of garbage bags.

Laundry: Wash, dry, fold and replace towels from locker rooms.

Vacuum: Daily vacuum hallways - upper & lower, basement, stairwells and dining room.

OTHER DUTIES

- Refill hand soaps
- Restock shelves upstairs with soap, paper products, cleaning supplies
- Keep mop sink area clean
- Replenish cleaning supplies as needed and keep carrying case clean
- Replace burnt out light bulbs
- Dust: -light fixtures, furniture, walls, picture frames and window frames
- Clean offices - (Main floor and basement)

Vacuum, wipe down surfaces, disinfect phones

Empty garbage & recycling

- Staff Room - vacuum
- Clean interior glass in doors (Dining room, basement office, staff room)
- Keep chemical storage neat and tidy