



## **Building Maintenance Custodian**

- Schedule: To Be Determined (off hours); Hours not to exceed 42 hours per pay period
- Daily Routine - Daily Routine shall be completed in the Public Works Department, Police Department, Administrative Department. There will not be any cleaning of the Administrative or Public Works Departments during their normal business hours.
- A Township Meeting Schedule will be provided on a yearly basis to inform of the scheduled meetings. Custodian should confirm with Township Executive Secretary of any meetings that arise each Monday from outside organizations.
- Weekly, Bi-Weekly & Monthly Cleaning can be completed during or after the daily routine as long as the daily routine for that day is complete. Weekly, Bi-Weekly & Monthly Cleaning should be completed after normal business hours, holidays and/or weekends.
- Custodian will report directly to the Public Works Director.

### **Daily**

- All Trash and Recycle containers shall be emptied along with paper shredders if needed. All boxes shall be broken down and placed in recycle containers to be disposed of properly.
- Ensure there is enough paper products (toilet paper, tissues and towels) to last the following day or weekend.
- All bathroom fixtures shall be cleaned and floors mopped and mirrors cleaned.
- All lunchroom tables, counters and sinks shall be cleaned. (Admin Kitchenette, Police, Public Works)
- Caucus room counter should be inspected daily and cleaned if needed, that also goes for the floor, vacuum if needed, depends on meeting schedule.
- Main entrance to the building floors and lobby area shall be cleaned daily if needed, (vacuumed, swept, mopped and dusted).
- Inform Public Works Director of any items needing repair or potential problems.
- Meeting rooms shall be inspected prior to any evening meeting (Township Schedule to be provided; other outside organization meetings must be coordinated with Township Administrative Assistant weekly) to ensure there are no issues.
- At the end of the shift all lights within unoccupied portions of the building shall be turned off.
- Coffee and water machines shall be wiped clean.

### **Weekly**

- All windows in the entry and exit doors shall be cleaned.
- The large meeting room dais shall be cleaned and carpet vacuumed, wood work dusted. It might need to be done more than once depending on the number of meetings scheduled.
- Locker room showers shall be cleaned and sanitized.
- All wooden furniture shall be dusted and polished.
- All ledges, counters, woodwork, filing cabinets, shall be dusted.
- Glass table top in the administrative meeting room shall be cleaned.

- Compile a list of janitorial and paper supplies and provide to Public Works Director what is needed to ensure we do not run out of any supplies.
- Recycle containers to be placed at curbside the evening before recycle day.
- Elevator shall be vacuumed.
- The smoking receptacle out front and in the police rear entry area shall be emptied along with police exterior trash can.

### **Bi-Weekly**

- All chairs mats shall be mopped. (Admin, Police, Public Works)
- All recycle and trash containers shall be wiped or washed out if needed.
- All chair legs shall be cleaned. (Admin, Police, Public Works)
- Public Works Locker Room shall be swept and mopped.

### **Police, Public Works, Administration Offices**

- All township building carpeting shall be vacuumed a minimum of three times week or more frequently as needed. This also applies to the carpet mats throughout the building.
- All Vinyl & Hardwood flooring shall be swept and mopped a minimum of 2 times week or more frequently as needed.
- Administrative stairwell shall be vacuumed at least once a week or more frequently as needed.

### **Monthly**

- All tiled bathroom walls and flooring shall be deep cleaned.
- All lunchroom cabinets and vinyl wall covering shall be cleaned.
- All blinds and window sills shall be dusted.
- All storage rooms shall be swept and mopped or as needed.
- All refrigerators (Admin, Police, Public Works) shall be cleaned both inside and out on the Last Friday of each month.