

## Cleaning Duties

Frequency: Once a week.

- Empty waste baskets and other waste containers, inserting liners, supplied by Albion.
- Sweep and mop floors (common area between office and CEO office, and all three bathroom floors).
- Vacuum rugs and carpets.
- Thoroughly clean bathroom toilets and sinks with solution containing an approved disinfectant. Clean mirrors and fixtures. Refill soap, paper towels, and tissue containers as needed supplied by the Town of Albion.
- Remove and deposit trash in the dumpster onsite.
- Dust as needed all horizontal areas such as file cabinets, windowsills, desktops, and ledges.
- Maintain janitor closet and keep it clean and orderly.
- Clean and dust conference room.
- Leave notice of any irregularities noted during servicing, (ie. Defective plumbing fixtures, doors left unlocked, lights left on, shortages of bathroom supplies, lights, etc...).
- Turn off lights (except those required to be left on), close windows and lock all entrance doors. Set security alarm.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_