

JANITORIAL DUTIES

As a janitor, you must arrive by 7:00am. You may arrive earlier if it suits, but be sure to check with the manager first.

THE MAIN FLOOR

GENERAL

1. Turn on all lights, fixtures and lamps. The only exception is the porch light, which should remain off until dusk, or when it is otherwise dark out. ED
2. Unlock the front doors. ED
3. Remove all garbage and recyclables from receptacles. ED
4. Water all plants. ED

THE CHAPEL

1. Wipe down the mantle with a bleached rag. This should be done four (4) times a week.
2. Using Pledge, wipe down the coffee table (both levels), as well as the lamp stand (both levels). ED
3. Vacuum the rug and the carpet. ED
4. Straighten out the furniture, making sure that everything is in its place. ED
5. Straighten out and arrange the pillows in a tidy manner. ED
6. Windex the mirror. This should be done once a week, unless there is an additional need.

THE TV ROOM

1. Wipe down the mantle and the window sill with a bleached rag. This should be done four (4) times a week.
2. Using Pledge, wipe down the coffee table (both levels), the dresser and the lamp stand (both levels). ED
3. Using Pledge, wipe down the hutch, the coffee table (with the candelabra), and the literature cabinet. This should be done four (4) times a week.
3. Vacuum the rug and carpet. ED
4. Straighten out the furniture, making sure that everything is in its place. ED
5. Straighten out and arrange the pillows and magazines in a tidy manner. ED
6. Make sure the fan is turned on. ED

THE DINING ROOM

1. Wipe down all of the tabletops and window sills with a bleached rag. ED
2. Organize all newspapers and flyers, disposing of all dated material. ED
3. Sweep the entire floor area. Make sure that this includes the fireplace as well as under the computer table. ED
4. Mop the floor with Fabuloso or Pine-Sol. DO NOT USE BLEACH! ED
5. Return and arrange the chairs to the the tables when floor is dry. ED

THE BAR AREA

1. Sweep entire bar area (wood flooring). Be sure to sweep the bar step. ED
2. Mop the floor with Fabuloso or Pine-Sol. DO NOT USE BLEACH! ED

THE MAIN MEETING ROOMS

1. Vacuum both rooms. ED
2. Wipe down the mantle and the tabletop with a bleached rag. This should be done once a week, unless there is an additional need.
3. Windex the mirror. This should be done once a week, unless there is an additional need.
4. Sweep the fireplace. This should be done once a week, unless there is an additional need.
5. Restore the chairs to order. ED

THE FIRST STEP ROOM

1. Wipe down the mantle and window sill with a bleached rag. This should be done once a week, unless there is an additional need.
2. Windex the mirror. This should be done once a week, unless there is an additional need.
3. Vacuum the carpet. ED
Once a month, the floor under the chairs should be vacuumed.
4. Sweep the fireplace. This should be done once a week, unless there is an additional need.
4. Restore all of the chairs to order. ED

THE LIBRARY/MUSIC ROOM

1. Wipe down the mantle with a bleached rag. This should be done once a week, unless there is an additional need.
2. With Pledge, dust table, bookshelves, piano and piano bench. This should be done four (4) times a week.
3. Vacuum the carpet and rug. ED
4. Restore all of the chairs to order. ED

THE BATHROOMS

1. With toilet cleaner, clean the toilet bowl. ED
2. Clean the outside of the toilet with Clorox toilet cleaner. This should be done four (4) times a week.
3. Clean the sink area with bathroom cleaner. ED
4. Windex the bathroom mirror. This should be done four (4) times a week.
5. With bleach, sanitize all door knobs, handles and towel surfaces. ED
6. Replenish the paper towel and toilet paper dispensers. ED
7. Mop both of the bathrooms and the hallway. ED

THE SECOND FLOOR HALLWAY

1. Turn both lamps on.
2. With Pledge, dust both tabletops. This should be done four (4) times a week.
3. With bleach, clean the bubbler. This should be done four (4) times a week.
4. Vacuum the carpet. ED

THE THIRD FLOOR

1. Remove all garbage from receptacles and recyclables. ED
2. Sweep entire the floor. This should be done four (4) times a week.
3. Mop the floor with Fabuloso or Pine-Sol. DO NOT USE BLEACH! This should be done four (4) times a week.
4. Restore the chairs to order. See please see the chart for proper positioning. ED

THE KITCHEN (FRONT, MIDDLE, BACK)

1. Sweep the floor. Be sure to sweep under the front cooler, stove, microwave stand, and underneath the coffee machines. ED
2. Mop the floor with Fabuloso or Pine-Sol. DO NOT USE BLEACH! Be sure to mop under the front cooler, stove, microwave stand, and underneath the coffee machines. ED
3. Take all cardboard refuse from the back kitchen out to the garbage. ED

THE BATHROOM

1. Clean the toilet bowl, using toilet cleaner. ED
2. Clean the outside of the toilet with Clorox Toilet Cleaner. 4x
3. Clean the sink area with bathroom cleaner. ED
4. Windex the bathroom mirror. This should be done four (4) times a week.
5. Sanitize all door knobs, handles and towel surfaces, using bleach. ED
6. Replace the paper towels and toilet paper, as needed. ED
7. Sweep the bathroom area and lower level. ED
8. Mop the bathroom area and lower level. ED

THE MAIN HALLWAY

1. With a bleached rag, wipe down table and the sit-a-corners. ED
2. Windex the mirror. This should be done once a week, unless there is an additional need.
3. Vacuum the hallway. Make sure to vacuum the runner, as well as underneath it. ED

THE MAIN STAIRWELL

1. Using a bleached rag, wipe down both railings. ED
2. Using Pledge, wipe down second the floor landing area, being mindful of the objects there. This should be done four times a week, unless there is an additional need.
3. Vacuum the stairwell and the landing. Windex the mirror. This should be done once a week, unless there is an additional need.

THE SECOND FLOOR

1. Turn on all lights, fixtures and lamps. ED
2. Remove all garbage and recyclables from receptacles. ED
3. Water all plants. ED

THE STUDY

1. Wipe down the mantle with a bleached rag. This should be done four (4) times a week.
2. Wipe down the tabletop and bookshelf with a bleached rag. This should be done four (4) times a week.
3. Windex the mirrored doors. This should be done once a week, unless there is an additional need.
4. Windex the mirrored coffee table. This should be done once a week, unless there is an additional need.
5. Vacuum the rug. This should be done once a week, unless there is an additional need.
6. Sweep the floor, including the fireplace. This should be done four (4) times a week.
7. Mop the floor with Fabuloso or Pine-Sol. DO NOT USE BLEACH! This should be done four (4) times a week.
8. Restore the chairs to order. ED
9. Straighten up the table lamps and make sure that they are turned on. ED

THE BASEMENT

1. Remove all of the garbage from the receptacles. This should be done four (4) times a week.
2. Take out all empty soda boxes. This should be done once a week, unless there is an additional need. With a bleached rag, wipe down tabletops. This should be done four (4) times a week.
3. Sweep entire the floor. This includes the pool room, game room, soda room and hallway.
4. Mop the entire floor. This includes the pool room, game room, soda room and hallway. This should be done four (4) times a week.

THE PORCH/PATIO AREA

1. Remove all garbage from the receptacle. ED
2. Remove all butts from ashtrays. ED
3. Pick up all trash from the porch, lower patio and picnic area. ED
4. Sweep the patio. This should be done four (4) times a week.
5. Wash down the wicker furniture with a scrubbie. This should be done four (4) times a week.
6. With a bleached rag, wipe down all tabletops. ED
7. Empty smokers pole. This should be done once a week.
8. Change out sand in ashtrays. This should be done once a week.

Take the garbage and recycling to the curb on appropriate days.