

SCC Library Janitorial Checklist

Vendor: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Library Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Mon.	Tues.	Wed.	Th.	Fri.	Sat.	Sun.

**REST ROOMS**

1	Sweep and mop floor with a neutral disinfectant cleaner/deodorizer.						
2	All areas around base of toilets, urinals, in corners, along edges, under sinks, receptacles, around partition legs and vanity must be thoroughly cleaned.						
3	Post wet floor signs when mopping or scrubbing floors.						
4	Wipe clean baseboards, cove base, and floor trim, removing any dirt, water, finish, sealant, and/or chemicals.						
5	Clean all fixtures - toilets, toilet seats, urinals, washbasins, waste receptacles, stall handles and locks and dispensers with a neutral disinfectant cleaner/deodorizer. Polish work fixtures to a bright finish.						
6	Clean and disinfect baby changing tables						
7	Empty waste receptacles, stock paper towels, soap, toilet paper, seat dispensers, and sanitary napkin and tampon dispensers. Empty, clean and disinfect sanitary napkin receptacle, and replace soiled bags with new ones daily. Malfunction of dispensers shall be reported as soon as possible to the Library Facilities Manager.						
8	Remove all graffiti from walls, partitions, mirrors, & fixtures.						
9	Clean mirrors (polish frame if applicable).						
10	Dust and clean windowsills, ledges, grills, free standing partitions, wall surfaces, doors and waste receptacles.						
11	Clean exposed pipes attached to washbasins, urinals and stools.						
12	Clean entrance glass (if applicable).						
13	Spot clean entrance doors inside and out, polishing fixtures.						
14	Clean wall behind washbasins.						

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**ROOM CLEANING**

Rooms include: All library patron areas, staff work areas, file rooms, conference rooms, training rooms, hallways, patio, break areas, offices and any other rooms.

1	Clean baseboards and metal flashing around carpet base.							
2	Sweep all hard floors.							
3	Damp mop (with neutral cleaner) and spray buff all hard resilient floors.							
4	Seal and finish all hard floors.							
5	Vacuum all carpet and mats to remove obvious dust and dirt, paper clips, staples, rubber bands, and other foreign objects from traffic areas and from around furniture/modular system furniture. (Remove all movable obstacles before vacuuming and return to original places when vacuuming is completed.)							
6	Vacuum all carpeted work areas throughout the building, including staircase, entryways, hallways, offices, and meeting rooms.							
7	Spot Clean any carpet stains.							
8	Vacuum fabric furniture.							
9	Move items to vacuum to walls.							
10	Vacuum / Dust the air intake vents (HVAC) throughout the library.							
11	Dust and clean all air conditioning vents, return grills and covers, and surrounding ceiling tiles to remove dirt, grease and residual cleaner and water. Wipe surrounding areas to be free of cleaner and water.							
12	Clean and polish interior and exterior doors including: doorframes, handles, doorknobs, kick plates, push plates, push bars, threshold, and components. Remove all foreign residues on or around door and components.							
13	Clean all interior and exterior glass entrance doors. (Wipe away any residual cleaner from sills, walls, and frames.) Use a non-streaking window cleaner.							
14	Clean any interior windows or glass up to seventy-two inches (72") from the ground. EXCEPTION: Interior windows or glass in the lobby and entrance ways are to be cleaned up to eight (8') feet from the ground. (Wipe away any residual cleaner from sills, walls, and frames.) Use a non-streaking window cleaner.							
15	Clean exterior windows, including windowsills and frames, up to eight feet (8') from the ground. Wipe clean any cleaner or water from the surrounding areas, use a nonstreaking window cleaner.							
16	Damp wipe all glass in partitions, pictures, bookcases and any other glass within approximately seventy-two inches (72") from the floors.							

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17	Replace sponges in Staff Breakroom on a weekly basis.							
18	Clean refrigerator, microwave and range.							
19	Dust wall hangings, ceiling fans, clocks and moldings.							
20	Dust walls up to ceiling areas removing cobwebs and dirt.							
21	Dust blinds and window coverings.							
22	Dust interior and exterior light fixtures.							
23	Clean / Dust signs.							
24	Clean tops of work counters, public counters, tables, cabinets, bookcases, appliances, vending machines and walls with appropriately treated cloth (removing spillage, finger marks, and other foreign marks or residue.)							
25	Dust all bookshelves on a rotating basis.							
26	Dust all bottom shelves once a month.							
27	Dust tops of all partitions and shelving units once a month.							
28	Clean inside wooden stair railings with Murphy's Oil Soap.							
29	Spot dust furniture and horizontal and diagonal surfaces up to seventy-two inches (72") from the floor with treated dust cloth.							
30	Patron & Staff room chairs - Wipe clean, removing all dirt, grease, fingerprints, food, gum, and other foreign residue. (Must check underside of chairs daily and clean on an as needed basis.)							
31	Spot clean stains (ink, pencil, markers, dirt, rust, and other foreign residue) from workstation modules and work surfaces.							
32	Wipe phones at the reference desk, circ desk and other public phones with disinfectant cleaner. (Staff should clean their own phones)							
33	Wipe with disinfectant cleaner all drinking fountains (including underneath, front and sides), sinks, break room tables and counters, removing all fingerprints and debris.							
34	Wastebaskets / Recyclable receptacles 1. Empty receptacles into appropriate exterior trash or recycle containers. 2. Change liners if soiled or torn as needed. 3. Clean the interior/exterior of receptacles if soiled. 4. Remove any empty boxes (unless otherwise marked as save or recycle) by breaking down and discarding into appropriate bin.							

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**OUTSIDE AREAS**

1	Clean and polish kick plates, push plates, and push bars; removing all foreign residue on or around door and components.						
2	Empty trash receptacles. Change liners if soiled or torn, as needed. Clean the interior/exterior of trash receptacles if soiled.						
3	Clean all cigarette receptacles. Replace sand as needed.						
4	Clean and sweep Book Return area.						
5	Clean and polish Book Return faceplates; removing all foreign residue on or around intake and components.						

**AS NEEDED**

Alert Community Librarian of any hazards, repairs needed throughout the building.

Clean up after any emergencies (vomit, spills etc.)

Help with set up for programs; move furniture, tables

Replace light bulbs up to 14'

Empty paper shredder

Keep all janitorial supplies properly stored

Keep an inventory of supplies on hand

Submit supply requests through Sr. Library Clerk

**JOB SIGN OFF**

This Janitor has met or exceeded expectations for the service provided this week

NOTES:

Designated Library Staff: \_\_\_\_\_ Date: \_\_\_\_\_