

- Campus cleaning should be performed between 5:00 p.m. and
- J. 5275 BROADWAY - Various offices, hallway, five restrooms, kitchen area. Cleaned Sunday through Friday.
 - L. WOODSHOP - One restroom. Cleaned Sunday through Friday.
 - N. OLIVER ART CENTER - Gallery space, studio space, office and reception area, two restrooms. Cleaned Friday through Sunday. Special attention to gallery floor maintenance coordinated with exhibition schedule.
 - M. RESIDENCE HALL (DORM) - Clean and vacuum halls and empty trash to dumpster daily during the academic year (Sept-May and July). Mop tile floors as necessary (halls, kitchen, lunchroom, laundry and lounge). *Three times yearly - (August, Xmas Break, Spring Break), Clean bathrooms and ovens. *Twice yearly (Xmas Break, June), Steam clean carpets. *Once yearly - (August), spot clean carpets. - (June), clean entire facility including bathrooms, ovens, windows, strip as needed and wax floors. Get "move-in ready" for August.
 - N. STUDENT APARTMENTS - 5270 College Avenue - *Daily during academic year (sept-May and July) empty trash to dumpster, clean lobby, including front window, stairwell, laundry room and elevator floor. *Once yearly - (June), clean all apartments, including ovens, bathrooms and kitchens. Steam clean carpets. Make "move-in ready" for July.
 - O. TEXTILES - (Upstairs) 5301 Briadway - Sweep floors in offices, halls and stairways daily. Large workrooms and kitchen should be VACUUMED as toxic powders are used. Mop weekly. Windows washed twice yearly.

- 31. Clean and polish desks and countertops.
- 32. Clean and disinfect telephones.
- 33. Wipe venetian blinds clean.
- 34. Clean and refinish resilient tile floors, wipe baseboards.

MONTHLY SERVICES

- 11. Brush or vacuum upholstered furniture.
- 12. Wipe down plastic and leather furniture.
- 13. Dust walls and panelling.

SEMI-ANNUAL SERVICES

- 14. Window cleaning.
- 15. Carpets steam cleaned.
- 16. Floor stripping.

ANNUAL SERVICES

During the week between end of classes and commencement remove all "art" and make entire campus presentable. General waxing and polish.