four rooms, restrooms.

CALIFORNIA COLLEGE OF ARTS AND CRAFTS BUILDING LIST

- A. SHAKLEE Glass, Jewelry, Metal Arts, Sculpture, four rooms, two hallways, two fountains, one stairwell, two restrooms. Cleaned Sunday through Friday.
- B. "B" BUILDING Six classrooms, three offices, two hallways, one stairwell, two restrooms. Cleaned Sunday through Friday. B-6, wax floors monthly, strip as needed. Strip and wax tile floors August and early January.
- C. CARRIAGE HOUSE Two classrooms, two sinks. Cleaned Sunday through Friday. Wax floors monthly, strip as needed.
- D. CERAMICS Upper and lower work areas, one stairwell, two restrooms, four sinks. Restrooms cleaned Sunday through Friday. Sweep work area with compund three times per week.
- E. MARTINEZ ANNEX Dounstairs: sweep 2 darkrooms, 1 classroom, chemical studio daily and empty trash. Mop same weekly.

 Upstairs: Sweep 2 studios and clean both sinks daily. Mop weekly.
- F. MARTINEZ HALL Downstairs: sweep 3 printmaking studios, 3 offices and clean two restrooms daily.
- G. FOUNDERS HALL Upper Level: Nahl Hall, Isabelle Percy West
 Gallery, Film/Video studios. Cleaned Sunday through Friday.
 Isabelle Percy West Gallery mopped upstairs and down on Mondays.
 Library: Employee kitchen/bindery, two restrooms, office, open
 study area, slide library, media center. Cleaned Sunday through
 Friday. Vacuumed weekly (high traffic areas daily), shelves
 dusted monthly. Business Office: Seven offices, reception
 area, two restrooms. Cleaned Sunday through Friday.
 Lower classrooms: Three classrooms, three sinks, one restroom.
 Cleaned Monday through Friday.

 The Macky Hall Four floors of various for the sinks.

 MACKY HALL Four floors of various for the sinks.
- H. MACKY HALL Four floors of various offices, two restrooms, one kitchen and four stairwells. Cleaned Sunday through Friday. Wash floors, walls and woodwork monthly in restrooms and kitchen. Special attention given to President's office and reception area. Baseboards, window sills and doors washed one monthly. Return faculty lounge furniture to neat and orderly position daily.
- I. CAFETERIA Two restrooms and hallway cleaned daily. Floors stripped and waxed montly. Cafeteria floor (linoleum) stripped and waxed quarterly.

- 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 cooridinated 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.

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