JANITORIAL/LIGHT MAINTENANCE

For Perry County Public Library

Daily Services (Six days per week):

Public Restrooms (3) and Staff Restrooms (2)

- Clean and sanitize all fixtures
- Clean all mirrors
- Empty Trash Containers and insert new liners
- Spot Clean walls, doors, and partitions
- Sweep, damp mop, and sanitize tile floors
- Refill, when low, soap and paper dispensers
- Make sure soap dispensers in staff and children's are working

General Areas (tasks common to whole library)

- Tables and counters cleaned daily
- Spot clean entrance lobby glass
- Spot clean spills and stains
- Spot clean walls and stairs
- Empty wastebaskets and outside trash cans. Outside trash cans are at both exits, the one outside the emergency exit from the Children's department and the one outside the lobby.

- Vacuum and/or damp mop heavy traffic areas (that's the stretch from the entrance way over to the computer lab
- Sweep front entryway
- Remove debris from parking lot
- Ensure all outside entrances are locked and building is secure
- Ensure that doors to children offices, Neverland, and kitchen upstairs are closed each day.
- Clean water fountains

Offices:

- Vacuum offices
- Empty trash cans

Outside:

- Ensure all outside entrances are locked and building is secure

Neverland and Meeting Room

- Sweep daily
- Damp Mop daily

Computer Lab

- Sanitize Keyboards and Mice Daily

Children's Department

- Sanitize Keyboards and Mice

Staff Restrooms

- Clean and sanitize all fixtures in employee restrooms
- Sweep and damp mop floors

Staff Areas and kitchens

- Sanitize staff phones (3) at front desk
- Sanitize mice and keyboards at front desk

Weekly Services

- Acrylic "sneeze guards" cleaned with a mild solution of dish soap and water
- Dust all furniture, including desks, filing cabinets.
- Dust tops of bookstacks and all exposed shelves and counters.
- Dust and damp mop all tile floors and damp wipe plastic or leather.
- Cleaning cigarette butts and other trash from parking lot areas adjacent to the building

- Cleaning cigarette butts and other trash from patio outside of childrens
- Clean kitchens
- Clean/Vaccuum/Mop floors that are not cleaned daily (e.g. concrete storage area, bookmobile area, bookmobile garage, meeting rooms)
- Clean lobby windows below exit sign inside and out.

Monthly Services

- Dust window blinds
- Remove dust and cobwebs from all areas

As Needed

- Maintain supply inventory and notify Business Manager when ordering is required
- Let business manager know if there are areas that need other maintenance.